

WAC 388-02-0105 What information do you give when requesting a hearing? (1) Your hearing request must contain enough information to identify you and the DSHS action. You should include:

- (a) Your name, address, and telephone number;
- (b) A brief explanation of why you disagree with the DSHS action;
- (c) Your client identification or case number, contract number, or any other information that identifies your case or the program involved; and
- (d) Any assistance you need, including a foreign or sign language interpreter or any other accommodation for a disability.

(2) You should also refer to a program's specific rules or the notice to see if additional information is required in your request.

(3) OAH may not be able to process your hearing request if it cannot identify or locate you and determine the DSHS action involved.

[Statutory Authority: RCW 34.05.020. WSR 00-18-059, § 388-02-0105, filed 9/1/00, effective 10/2/00.]