

Department of Social and Health Services  
Olympia, Washington  
**EAZ Manual**

Revision 1217  
Category Overview  
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Revision Author: Alexis Miller  
Division CSD  
Mail Stop 45440  
Phone 253-579-3144  
Email [milleaa@dshs.wa.gov](mailto:milleaa@dshs.wa.gov)

**Summary**

Updating Administrative Hearings Overview to correct outdated references.

See below for new text:

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**Clarifying Information:**

~~The Community Service Office (CSO) Administrative Hearing Coordinators (AHCs) is usually a Financial Service Specialist (FSS) Public Benefits Specialist (PBS) who has the responsibility for administrative fair hearings, in the CSO. Hearings are handled within each with the administration or division: Community Services Division (CSD), Home and Community Services Division (HCS), and Developmental Disabilities Administration (DDA) each handle manage their own hearing requests related to their programs. The Aging and Disability Services Administration (ADSA) AHC has the responsibility for the administrative hearings related to ADSA clients. The CSO Administrators (CSOAs) has have the authority to resolve issues with the clients prior to an administrative hearing.~~

~~Remember that not Not every complaint received about a department action is a request for an administrative hearing. Refer to information in [WAC 388-426-0005](#) for complaints that are en'e not appropriate for an administrative hearing.~~

Administrative Law Judges (ALJs), employed by the Office of Administrative Hearings (OAH), conduct Administrative hearings. OAH are conducted by Administrative Law Judges (ALJs), employed by the Office of Administrative Hearings (OAH) which is a separate agency from DSHS. The Administrative administrative hearings can be held are held in person or by teleconference call. ~~The Office of Administrative Hearings (OAH)~~ is responsible for scheduling administrative hearings and sending a notice of the date and time for the administrative hearing to all participants.

The DSHS Board of Appeals (BOA) is responsible for reviewing the initial hearing decisions when reconsideration is requested by either the department or the appellant.

*Exception: The department can~~n~~<sup>n</sup>not request reconsideration on Basic Food decisions. See ~~7~~ CFR 273.15 (g)(2).*

The client has the right to request judicial review of a final DSHS hearing decision.