

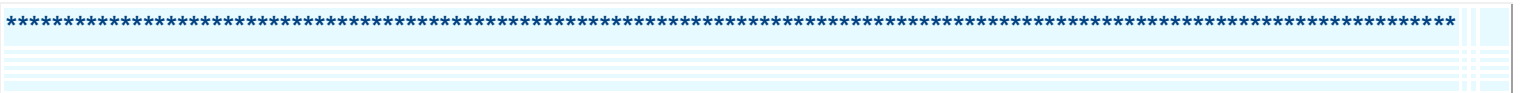
Department of Social and Health Services  
Olympia, Washington  
**EAZ Manual**

Revision # 1228  
Category Administrative Hearing Coordinator's Role  
Issued 05/22/2023  
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**Summary**

Updated clarifying information under [Administrative Hearing Coordinator's Role](#) to align with current information and processes. Also made minor cosmetic changes (e.g., correcting numbers and spacing).

Updated May 22, 2023  
See below for edited text:



# Administrative Hearing Coordinator's Role

Revised ~~October 28, 2015~~ [May 22, 2023](#)

## DSHS Hearing Rules are found in chapter 388-02 WAC.

The following is a summary of general duties assigned to an Administrative Hearing Coordinator (AHC).

To find out the name of the Administrative Hearing Coordinator (AHC) in Community Services Division (CSD) regions / offices, please contact:

Danielle LeMier, Administrative Hearings Program Coordinator  
Operations, Community Services Division  
360-338-~~27115210~~  
Email: [Danielle.LeMier@dshs.wa.gov](mailto:Danielle.LeMier@dshs.wa.gov)

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## Clarifying Information:

~~The Community Services Office (CSO) Administrative Hearing Coordinator (AHC) is usually a Financial Services Coordinator (FSS) who has responsibility for the Administrative Hearing operations in the CSO.~~

The AHC acts as the liaison, in cases involving Administrative Hearings, between the CSO and:

- The appellant
- The appellant's representative
- The Office of Administrative Hearings (OAH)
- The DSHS Board of Appeals (BOA)
- The Health Care Authority (HCA)
- The Community Services Division (CSD)
- The Office of the Assistant Attorney General (AAG)
- Children's Administration (CA)
- The Office of Fraud and Accountability (OFA)
- Other agencies or individuals involved in specific hearings.

The AHC must maintain the appearance of fairness in the Administrative Hearing process. The following guidelines apply:

1. Communication with Administrative Law Judge (ALJ), department witnesses, appellants their witnesses and representatives must be on a professional level.
2. Any communication between the AHC and an ALJ regarding a specific hearing must include the appellant and/or their representative. Private conversations with an ALJ about an administrative hearing (ex-parte communications) are strictly prohibited, unless it involves a safety issue. See [RCW 34.05.455](#).

## Administrative Hearing Coordinator (AHC) Responsibilities:

1. Maintain ~~in BarCode Administrative Hearing Control System (AHCS)~~ the hearing case file to include the following specific information:
  - a. Name and client ID of appellant;
  - b. Date of request for hearing;
  - c. Hearing Issue;
  - d. Name of appellant representative, if any;
  - e. Pre-Hearing meeting (PHM) activities, if any;
  - f. Scheduled date of hearing;
  - g. Continuances requested;
  - h. Date and result of hearing decision; and
  - i. Date of request for review and/ or reconsideration.
2. Document hearing actions on ACES narrative;
3. Determine eligibility for continued benefits under [WAC 388-458-0040](#);
4. Give notice to Office of Financial Recovery (OFR) to stop recovery when an administrative hearing about an overpayment has been requested;
5. Represent the Department at the voluntary Pre-Hearing Meeting, Pre-Hearing Conference, and the Administrative Hearing;
- ~~6. Contact the local Assistant Attorney General (AAG) when necessary to determine whether an AAG should be present at an administrative hearing.~~
- ~~7. Contact the division program manager for Administrative Hearings to determine whether an AAG should be present at an administrative hearing, when a local AAG is not available;~~
- ~~8.6.~~ Notify the OAH of any accommodation needed due to client Equal Access (EA) status;
- ~~9.7.~~ Notify the OAH if interpreter services are requested for Limited English Proficient (LEP) clients;
- ~~10.8.~~ Prepare the DSHS 09-354(X), Administrative Hearing Report or similar document as an attachment to exhibits (Administrative Hearing Packet);
- ~~11.9.~~ Provide copies of the Administrative Hearing Packet to all parties;
- ~~12.10.~~ Coordinate and conduct pre-hearing ~~meeting meetings~~ or pre-hearing conference activities;
- ~~13.11.~~ Arrange for subpoenas to be issued by the AAG; when necessary;
- ~~14.~~ Distribute copies of hearing decisions as necessary to [program managers](#);
- ~~15.12.~~ ~~— a) Supervisor/Social Service Supervisor.~~
- ~~16.13.~~ ~~— b) Coordinate implementation of hearing decisions;~~

~~17.14.~~ ~~\_\_\_\_\_~~ ~~—~~ ~~€~~ Prepare petition for review or request for Board of Appeals (BOA) reconsideration of initial decision or response to appellant petition as appropriate;

*Exception: The department cannot request BOA reconsideration for Basic Food hearing decisions. See 7 CFR [273.15\(q\)\(2\)](#).*