Common Forms (a) & Pleadings OAH Training for Suitable Representatives

Orientation to OAH forms Authorization Forms Notice of Hearing Prehearing Conferences Orders / Petition for Review Notice of Withdrawal



Case Record

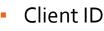
Case Documents

- Documents / audio recordings
- Referring agency's action
- Client's appeal
- Notice of Hearing

Contact referring agency's representative

Tip: The Notice of Hearing has case information you need to fill out forms

Docket number



Etc.

Quick

Common Forms

- Agency Authorization and Consent Forms
- Forms on oah.wa.gov
 - Notice of Appearance
 - Notice of Hearing
 - Prehearing Order
 - Exhibit List/Witness List
 - Initial Order with example Petition for Review
 - Final Order with example Request for Reconsideration
 - Notice of Withdrawal

OAH Forms

Forms on <u>www.oah.wa.gov</u>

- Resources tab
- Lec

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Legal Research	Caseload	Sample Forms
	Public Assistance	Notice of Hearing
	Division of Child Support	Notice of Hearing
DFFICE OF A RATIVE HEARINGS		 Notice of Prehearing Conference Notice of Hearing Sample Letter to Cancel Prehearing/Hearing Sample Email to Cancel Prehearing/Hearing Prehearing Conference Order Order of Dismissal (Default) Petition to Reinstate Appeal Form Initial Order (decision received after hearing)
Home Resources About OAH Contact Us	Legal Research	 Witness List Exhibit List Notice of Prehearing Conference Notice of Hearing Prehearing Conference Order
General Hearing Information	Legal Research & Resources Language Page Additional Languages	 Witness List (Microsoft Word) Witness List (PDF) Exhibit List (Microsoft Word) Exhibit List (PDF) Scheduling Notice Prehearing Conference Order
Division of Child Support	Any Caseload	Notice of Appearance (NOA) by attorney or representative: NOA Instructions NOA Generic Template NOA DSHS Template NOA HCA Template NOA ESD Template NOA DCS (with attorney on other side) NOA DCS (ma attorney on other side)

Notice of Appearance

- File Notice of Appearance (NOA)
 - Send to OAH
 - Send to all parties
 - Addresses are on the Notice of Hearing (NOH)
- NOA forms on www.oah.wa.gov

	Notice of Appearance (NOA) by attorney or representative:
Any Caseload	NOA Instructions
	NOA Generic Template
	NOA DSHS Template
	NOA HCA Template
	NOA ESD Template
	NOA DCS (with attorney on other side)
	NOA DCS (no attorney on other side)
	Notice of Withdrawal by attorney or representative:
	Notice of Withdrawal Instructions
	Notice of Withdrawal Template

Authorization Forms

- Authorization form
 - Permission to share information with you
 - Links to common authorization forms
 - Authorized Representative (used by both DSHS and HCA) DSHS Form 14-532
 - https://www.dshs.wa.gov/sites/default/files/FSA/forms/pdf/14-532.pdf
 - Authorization DSHS 17-063 (to disclose DSHS records to you for multiple program types) <u>https://www.dshs.wa.gov/sites/default/files/FSA/forms/pdf/17-063.pdf</u>
 - Authorization for Release of Information for HCA HCA 80-020
 - https://www.hca.wa.gov/assets/free-or-low-cost/80-020.docx

Authorization Forms - Continued

Ask referring agency representative if authorization is needed



Authorized Representative

Washington State Health Care Authority

An Authorized Representative is someone you designate to represent you when you apply for or receive benefits with the Department of Social and Health Services (DSHS) or Health Care Authority (HCA). This individual or organization is authorized to act on your behalf for eligibility purposes. Having an authorized representative is optional; DSHS or HCA cannot withhold benefits if you do not sign this form.

Client Information				
NAME		ACES CLIENT ID NUMBER		
Authorized Representative Information				
NAME	ORGANIZATION AND DEPARTMENT (IF APPLICABLE)	PHONE NUMBER (AREA CODE)		
MAILING ADDRESS	CITY ST/	ATE ZIP CODE		
Program and Duration Information				
Which program(s) do you want your authorized representative to act on in your behalf? Check all that apply.				
Cash Benefits Basic Food Benefits Health Care Coverage Long-term Care Coverage				
How long do you want your authorized representative to act on your behalf? 90 days End of certification period (usually one year)				
You may withdraw or revoke your request for an authorized representative at any time, verbally or in writing, without any impact on benefits.				

Notice of Hearing

- Notice of Hearing (NOH)
 - Basic information about hearing
 - Instructions how to participate
 - Issues for hearing are identified
 - Hearing request may be attached
 - Lists participants and representatives
 - Contact information

Prehearing Conferences

- Prehearing telephone conference
 - Clarify issues
 - Hear a request
 - Judge gives instructions
 - Discovery
 - Set hearing date
- Prehearing Order
 - Summarizes agreements
 - May include notice of next event

Feedback?

- Send feedback about this training
 - Email OAH_ADACoordinator@oah.wa.gov

See you in the next video!

Orders/Petition for Review

Order

- The judge's decision
- Appeal rights
- Strict deadline for filing petitions
- Review Expectations and Procedural Rules
 - Filing a Petition for Review
 - Request to Reinstate
- Review APA and Model Rules Training
 - Difference between initial and final orders

Notice of Withdrawal

- Form to withdraw from the case
- Sent to OAH
- Sent to all parties
- Instructions on <u>www.oah.wa.gov</u>