

How Providers Can Request an Administrative Hearing

Providers (vendors) may request an administrative hearing for Child Care Subsidy Program (CCSP) overpayments. Requests for hearing regarding vendor overpayments are outlined in RCW 43.20B.675(3).

The vendor has the right to an adjudicative proceeding governed by the administrative procedure act, chapter 34.05 RCW, and the rules of the department. The vendor's application for an adjudicative proceeding must be in writing, state the basis for contesting the overpayment notice, and include a copy of the department's notice. The application must be served on and received by the department within twenty-eight days of the vendor's receipt of the notice of overpayment. The vendor must serve the department in a manner providing proof of receipt.

To Request an Administrative Hearing

The provider must:

- Send a request for hearing to the Office of Financial Recovery (OFR):
Department of Social & Health Services
Office of Financial Recovery (OFR)
P.O. Box 9501
Olympia, WA 98507-9501
- Ensure OFR receives the request within 28 days of receiving the overpayment notice;
- Send the request by certified mail return receipt or other manner proving OFR received the request;
- Include a statement detailing why the notice is incorrect; and
- Include a copy of the overpayment notice.

What Happens After an Administrative Hearing is Requested?

After OFR receives the request, they forward it to the Department of Children, Youth & Families (DCYF) Administrative Hearing Team. The Administrative Hearing Team forwards the request to the Office of Administrative Hearing (OAH). OAH schedules a Pre-Hearing Conference, hearing and other hearing types as deemed necessary.

The administrative hearing specialist reviews the case and contacts the provider to discuss the issue. The provider may give new information that allows the hearing specialist to modify their case prior to the scheduled meeting with OAH. If the resolution is satisfactory, the provider may withdraw their request for a hearing by notifying the hearing specialist who calls OAH with the provider to speak to an Administrative Law Judge. The Administrative Law Judge will confirm the resolution. The provider may also choose to continue with the scheduled hearing with OAH and have their case heard.

Administrative Hearing Contact Information		
Dept. of Social and Health Services Office of Financial Recovery (OFR) P.O. Box 9501 Olympia, WA 98507-9501 800-562-6114 TTY 800-833-6388	Dept. of Children, Youth & Families CCSP Administrative Hearing Team CCSPHearingTeam@dcyf.wa.gov	Office of Administrative Hearing www.oah.wa.gov 360-407-2700 800-583-8271