

Central Office Use Only



# REFERRAL TO APD HEARINGS UNIT

CLIENT:

BRANCH:

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### LOCAL OFFICE CONTACTS

CONTACT NAME FOR CASE ACTIONS:

E-MAIL ADDRESS:

PHONE NUMBER:

CONTACT NAME FOR CASE DEVELOPMENT:

E-MAIL ADDRESS:

PHONE NUMBER:

OTHER NAME FOR CASE DEVELOPMENT:

{Example other Case Manager}

E-MAIL ADDRESS:

PHONE NUMBER:

SUPERVISOR (S) (for consultation):

E-MAIL ADDRESS:

PHONE NUMBER:

PROGRAM MANAGER (for notification of final outcome):

E-MAIL ADDRESS:

PHONE NUMBER:

Check this box if you are aware of any pending or current fraud.

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### CHECKLIST (See the [Local Office Hearing Instructions](#).)

- Case file in EDMS (if yes, scan copy of 443 to Hearings Section tab in EDMS) must still submit 443 and cover sheet to APD Hearings mailbox, address is listed below.
- Top of Request for Administrative Hearing (DHS 443) is correctly completed.
- Both pages of the Hearing Request (DHS 443) are included with the referral.  
The notice is documented in one of the following ways:
  - No notice is included because claimant is not contesting a decision notice. Claimant is contesting:
  - LOGI screen print is included because claimant is contesting an issue related to a system generated notice.
  - A copy of all pages of all the notices relating to the claimant's issue that were sent by the branch is included.

E-MAIL to: [APD.Hearings@odhsoha.oregon.gov](mailto:APD.Hearings@odhsoha.oregon.gov)

### TOTAL NUMBER OF PAGES:

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Questions regarding referred cases should be directed to the assigned hearings rep. or the APD Field Services Hearings Coordinator at: APD.HEARINGS@odhsoha.oregon.gov or Phone: 503-490-4370