
**ISSUES SUBJECT
TO
ADMINISTRATIVE
HEARINGS**

The Department of Human Services has an administrative hearing process to provide for the right to contest a department decision or case action when a client believes the decision is contrary to law or DHS policy. The issues of eligibility denials, failure of the state to complete required paperwork prior to the court's appointment of the guardian, rates, case closure, and/or reduction of benefits are issues subject to administrative hearings. The guardian has the burden of proof in a hearing.

Guardianship assistance rates are negotiated, agreed to and signed by guardians by the act of signing the DHS-3313, Guardianship Assistance Agreement.

**Who May Request
an Administrative
Hearing**

Administrative hearings may be requested by an applicant for guardianship assistance or a guardian or a child who has received assistance under a guardianship assistance agreement.

A hearing request with a client signature may name an authorized hearings representative who is authorized to stand in for or represent the client in the rest of the hearing process.

See PAM 600 for detailed administrative hearing policies.