

# REQUEST FOR ADMINISTRATIVE REVIEW FOR MICHIGAN WIC VENDORS

Michigan Department of Health and Human Services

MDHHS-5947 (4-21)

## ADMINISTRATIVE REVIEW INFORMATION

- An administrative review is an appeal process that may be used when a Vendor or Vendor Applicant (hereafter also referred to as Vendor) disagrees with certain adverse actions taken by the Michigan Women, Infants, and Children (WIC) Program.
- Not all adverse actions taken by the Michigan WIC Program are subject to administrative review.
- If a written request for an administrative review to appeal an adverse action taken by the Michigan WIC Program is submitted, the Appeals Section of the Michigan Department of Health and Human Services (MDHHS) will consider the written submission by the Vendor, along with written documents submitted by the Michigan WIC Program.
- The administrative review process is solely a review of written documents and does not involve an administrative hearing in front of a judge.
- With this request, the Vendor may submit all details and documents that it would like the Appeals Section to consider in making its decision.
- The Appeals Section will issue a Final Decision to uphold or overturn an action, based on whether the Michigan WIC Program correctly applied federal and state law. The Final Decision will be delivered to the Vendor via certified mail.
- Prior to receiving the Final Decision, the Vendor may withdraw the appeal or resolve the dispute through stipulation, settlement, consent order, waiver, default, or other method.

## GENERAL INSTRUCTIONS

- Read ALL above information and instructions before completing this form.
- Make a copy of this submission for your records.
- For an administrative review to be considered, the completed request form and all documents the Vendor would like the Appeals Section to consider must be received by the date specified on the notice of adverse action.
- This completed request form, the attached adverse action notice, and any additional details or documents the Vendor would like the Appeal Section to consider should be submitted to:

Mail: MDHHS - Appeals Section

PO Box 30807

Lansing, MI 48909

Fax: 517-241-7973

## To be completed by the Vendor REQUESTING AN ADMINISTRATIVE REVIEW

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Vendor Name Vendor Telephone Number Vendor Email

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Vendor Address (street number and name, apartment number)

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City State Zip Code

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Vendor Representative Name Title (owner, attorney, etc.)

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Vendor Representative Signature Date

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**I WANT TO REQUEST A REVIEW:** The following are my reasons for appeal and desired outcome.  
**Use Additional Sheets if Needed.**

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This form is available at [www.michigan.gov/wicvendor](http://www.michigan.gov/wicvendor) >> WIC Vendor Documents >> Administrative Hearing Request form.

The Michigan WIC Program's policies regarding appeals, including policy defining actions subject to appeal, effective date of adverse actions, service of documents, Vendor rights during the hearing process, and a Vendor's right to judicial review of the Final Decision; are available at [www.michigan.gov/wicvendor](http://www.michigan.gov/wicvendor) >> Michigan WIC Vendor Policy >> 7.0 Appeals Policy.

Information about administrative hearings is available at: [www.michigan.gov/lara](http://www.michigan.gov/lara)>> Bureau List >> MI Office of Administrative Hearings and Rules.

For further questions regarding administrative hearings, contact MDHHS - Appeals Section via mail, telephone, or email:

Mail: MDHHS – Appeals Section  
PO Box 30807  
Lansing, MI 48909  
Telephone: 517-241-7973  
Email: [mdhhs-appeals@michigan.gov](mailto:mdhhs-appeals@michigan.gov)

The Michigan Department of Health and Human Services will not exclude from participation in, deny benefits of, or discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, or a disability or genetic information that is unrelated to the person's eligibility.