

REQUEST FOR ADMINISTRATIVE HEARING FOR MICHIGAN WIC VENDORS

Michigan Department of Health and Human Services
Women, Infants, and Children Division
MDHHS-5948 (4-21)

ADMINISTRATIVE HEARING INFORMATION

An administrative hearing is a formal proceeding held before an administrative law judge within the Michigan Office of Administrative Hearings and Rules (MOAHR) to resolve disputes between a Vendor or Vendor Applicant (hereafter also referred to as Vendor) and the Michigan WIC Program.

- Following receipt of a valid hearing request, the administrative law judge will schedule a telephone prehearing conference to address any preliminary matters. A Notice of Telephone Prehearing conference will be sent to the parties.
- The administrative law judge will conduct the administrative proceedings in accordance with the Department of Licensing and Regulatory Affairs' Administrative Hearing Rules, Michigan Administrative Code, Rule 792.10101 et seq.
- If a hearing is deemed necessary, the administrative law judge will issue a Notice of Hearing via certified mail that will include the date, time, and location of the hearing.
- A Vendor may be represented by themselves or by a legal representative of their choice and expense.
- All pleadings, including a request for appeal, must be in writing containing the name of Vendor and Vendor Number, if applicable, and must be signed by the Vendor and/or designated legal representative.
- The administrative law judge will issue a Final Decision. A copy shall be served 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.
- The Vendor may request a rehearing and/or reconsideration of the Final Decision with MOAHR. However, the adverse action remains in effect while a motion for rehearing or reconsideration is pending.

GENERAL INSTRUCTIONS

- Read ALL above information and instructions, then complete this form and make a copy of this submission for your records.
- To be considered, this request must be received by the date specified on the notice of adverse action.
- This completed request form, the adverse action notice, and additional details or documents should be submitted to:

Mail: Michigan Office of Administrative Hearings and Rules
Michigan Department of Health and Human Services
P.O. Box 30763
Lansing, MI 48909
Fax: 517-763-0146

To be completed by the Vendor REQUESTING AN ADMINISTRATIVE HEARING

Vendor Name	Vendor Telephone Number	Vendor Email
Address		

City	State	Zip Code
Vendor Representative Name		Title (owner, attorney, etc.)
Vendor Representative Signature		Date
Make sure to attach a copy of the adverse action being appealed.		Vendor Number (if applicable)

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

This form is available at 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 >> Michigan WIC Vendor Policy >> 7.0 Appeals Policy.

Information about administrative hearings is available at www.michigan.gov/lara >> Bureau List >> MI Office of Administrative Hearings and Rules.

For further questions regarding administrative hearings, contact MOAHR via mail or telephone:

Mail: Michigan Office of Administrative Hearings and Rules
P.O. Box 30763
Lansing, MI 48909
Telephone: 517-335-3069

<p>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.</p>
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