



## State of Alaska

Department of Labor and Workforce Development

Division of Vocational Rehabilitation

### Administrative Review, Mediation, and/or Impartial Due Process Hearing Request

Instructions: For each prompt below, insert information after the colon. Where items are listed with bullets, make a selection by placing an X after the colon.

Name (Last, First, Middle Initial): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

#### Determination in Question

Describe DVR's Determination(s) to be Reviewed:

Date of Determination: \_\_\_\_\_

Describe the Desired Action(s) on the Part of DVR:

Requested – Place an X on the selection from the three items, below.

Administrative Review: \_\_\_\_

Mediation: \_\_\_\_

Impartial Due Process Hearing: \_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send to**

**ADVR Administrative Review Officer**

**PO Box 115516,**

**Juneau, AK, 99811**

**Fax (907) 465-2856**

**Email [dol.dvr.info@alaska.gov](mailto:dol.dvr.info@alaska.gov)**

## Administrative Review, Mediation, and/or Impartial Due Process Hearing Tracking

### – for DVR Use Only

Instructions: For each prompt below, insert information after the colon. Where items are listed with bullets, make a selection by placing an X after the colon.

Name: \_\_\_\_\_

Date DVR Received Request: \_\_\_\_\_

DVR Staff Tracking Request: \_\_\_\_\_

### Action Taken

Policy/Regulation Citation: \_\_\_\_\_

### Administrative Review

(Select yes or no from the list below.)

Yes: \_\_\_\_

No: \_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

### Mediation

(Select yes or no from the list below.)

Yes: \_\_\_\_

No: \_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

### Impartial Due Process Hearing

(Select yes or no from the list below.)

Yes: \_\_\_\_

No: \_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

*I certify the above appeal and the decision(s) rendered.*

Chief of Field Services: \_\_\_\_\_ Date: \_\_\_\_\_