

WAC 110-05-0025 Procedures for requesting review of a denied CPI and the secretary's review. (1) **Requesting a review.** An individual whose request for a CPI is denied may request that the secretary or designee review the denial. The request for review must:

- (a) Be in writing;
- (b) Clearly state why the individual disagrees with the denial;
- (c) Include any relevant supporting information and documentation; and
- (d) Be received by the department within forty-five calendar days of when the decision described in WAC 110-05-0020 was mailed to the individual's last known address.

(2) The failure by an individual to timely request review of a CPI denial decision will result in the loss of any right to a hearing or further challenges to the denial.

(3) **The secretary's review.** A department management level staff-person designated by the secretary who was not involved in the decision-making process will review the CPI denial decision. The department must:

(a) Complete its review within thirty days after receiving the request for review;

(b) Notify the individual in writing of its review determination by sending the review determination to the individual's last known address.

(i) If the review determination does not alter the CPI denial decision, the department will send the review determination by certified mail, return-receipt requested, first-class mail, and email, when available.

(ii) If the CPI denial decision is overturned, the department will send the review decision by first-class mail and email, when available; and

(c) Include instructions for requesting an administrative hearing under chapter 34.05 RCW when the review determination does not alter the CPI denial decision.

[Statutory Authority: RCW 74.13.720(7). WSR 21-12-014, § 110-05-0025, filed 5/20/21, effective 6/20/21.]