

### Purpose of form

Form 13MP003E (H-2), Request for Review of Decision on Appeal by the Director of the Department of Human Services, is used by the client or his or her authorized representative to request that the Director of the Oklahoma Department of Human Services (ODHS) review the decision made by the Department on his or her appeal. Also, see OAC 340 2-5-80.

### Instructions

Form 13MP003E is prepared in quadruplicate for all programs. The client or his or her authorized representative may complete the form in the local office or he or she may complete the form outside the local office. When the form is completed in the local office, local supervisory staff provides any assistance requested in completing the form. The form may be completed in long hand or typed and this service will be provided if requested. When the form is completed outside the local office, the client or his or her authorized representative is provided with self-addressed envelopes, with one addressed to:

Director of the Oklahoma Department of Human Services  
P.O. Box 25352  
Oklahoma City, Oklahoma 73125

and the other addressed for return to the local office.

If the local office receives a written request for a review by the OKDHS Director but not on Form 13MP003E, the local office enters the identifying information in the upper right hand corner of Form 13MP003E, duplicates the request in sufficient copies for attaching to Form 13MP003E, and submits it immediately to the State Office as described under routing of the form.

**Identifying Information.** The case name, case number, hearing number, and date of this request are completed by the supervisory staff of the local office.

**REQUEST.** The client or his or her authorized representative completes the request.

The form advises the client or his or her authorized representative that for the request to be considered by the OKDHS Director, the request must be made in writing within 30 days of the date of the decision letter.

### **SIGNATURE.**

- A. If the request for the Director review is made by the client, this section of the form is completed.
- B. If the request for the Director review is made by the client's authorized representative, this section of the form is completed.

### Routing

The original request is routed to the Appeals Unit, one copy is given to the client or his or her authorized representative, and one copy is filed in the client's case record.