WAC 182-32-2070 What should a written request for administrative review and a request for brief adjudicative proceeding contain? A written request for administrative review of the school employees benefits board (SEBB) organization's decision and a request for brief adjudicative proceeding should contain:

1. The name and mailing address of the party requesting an administrative review or the brief adjudicative proceeding;
2. The name and mailing address of the appealing party's representative, if any;
3. Documentation, or reference to documentation, of decisions previously rendered through the appeal process, if any;
4. A statement identifying the specific portion of the decision being appealed and clarifying what is believed to be unlawful or in error;
5. A statement of facts in support of the appealing party's position;
6. Any information or documentation that the appealing party would like considered;
7. The type of relief sought; and
8. The signature of the appealing party or the appealing party's representative.

[Statutory Authority: RCW 41.05.021, 41.05.160 and SEBB policy resolutions. WSR 19-01-055 (Admin #2018-01), § 182-32-2070, filed 12/14/18, effective 1/14/19.]