

WAC 308-111-090 Scheduling review—Notice of interview. (1) The department's referee shall conduct the administrative review on the department's electronic record and any documentation filed by the petitioner.

(2) A petitioner submitting the request for administrative review may request an administrative interview. The department may, in its discretion, grant the petitioner an administrative interview, which shall be conducted by telephone or other electronic means.

(3) The department shall send a notice to the petitioner, either deposited into the state mailing service or through electronic mail, no less than 10 days before the date set for the administrative interview.

(4) The notice of the administrative interview shall include:

(a) The date and time of the administrative interview;

(b) The assigned referee's name and contact information;

(c) The case name and reference number of the proceeding;

(d) The legal authority and jurisdiction under which the interview is to be conducted; and

(e) A statement that a petitioner who fails to participate in the administrative interview may be held in default.

[Statutory Authority: RCW 46.01.110 and 46.20.245. WSR 25-03-018, s 308-111-090, filed 1/6/25, effective 2/6/25.]