

## D Fair Hearing Specialist Responsibilities

**REVISION 41**  
(04/01/16 - 05/31/16)

The fair hearing specialist responsibilities include, but are not limited to, the following:

- Review of the [case file\(g\)](#).
- Attempt to complete a pre-hearing conference.
- Complete the fair hearing packet.
- Identify any issue that needs to be resolved PRIOR to the hearing.

When the fair hearing specialist identifies issues that need resolution prior to the hearing, the specialist attempts to resolve the issues.

Upon resolution of the issue, the fair hearing specialist completes the Request to Vacate and Remand (FAA-1389A) form and sends to the Office of Appeals.

### **WARNING**

Do not correct the case until a response to vacate and remand is received from the Office of Appeals. The response confirms that the matter was vacated and remanded back to the department for correction

The following policies outline additional Fair Hearing Specialist Responsibilities:

- [Pre-hearing Conference](#)
- [Pre-hearing Conference Follow-up](#)
- [Preparing the Hearing Packet](#)
- [Pre-hearing Summary \(FA-502\)](#)
- [Hearing Decision Implementation](#)
- [Preparing and Submitting a Petition to Review](#)