



You may not agree with OOD staff or VR contractors on some determinations of eligibility, employment goals, services, or case closures. When this occurs, you have the right to appeal these decisions. If you choose to file an appeal, you will continue to receive services.

- You have 30 calendar days from the date you receive an appealable decision from OOD staff or VR contractors to file an appeal. Your appeal must be in writing and send to OOD's Executive Director. You may provide written notice by filling out the "Appeal Form" (80-VR-12.A), writing a letter, sending an email, or any other comparable method so long as the appeal is in writing. All written appeals must either be mailed or emailed to the appropriate addresses listed below:

By Regular Mail:

Executive Director Kevin L. Miller
Opportunities for Ohioans with Disabilities
400 E. Campus View Blvd. 3LC
Columbus, Ohio 43235

By Electronic Mail (e-mail):

Appeals@ood.ohio.gov

- Once your written appeal is received and accepted, OOD will proceed as detailed below.
 - OOD Legal staff will schedule a "Fair Hearing" within 60 calendar days of receipt of your written appeal. You will receive a "save the date" letter within seven (7) calendar days of the date OOD receives your written appeal.
 - A "Fair Hearing" is a formal hearing held in Columbus before a Hearing Officer where each side can present documents as evidence and call witnesses to testify. All witness testimony is under oath, and the entire proceeding will be documented by an independent court reporter paid for by OOD.
 - While you are waiting on your Fair Hearing date, an OOD staff person will contact you to offer you an "Administrative Review". If you choose to take part in an Administrative Review, it will take place within 21 calendar days of the receipt of your written appeal.
 - An "Administrative Review" is an informal discussion with a manager from OOD to discuss your disagreement with the decision that led to your appeal. If this process does not resolve your disagreement(s), your scheduled Fair Hearing will still take place. A written summary of the Administrative Review will be sent to you within seven (7) calendar days after the Administrative Review. OOD will either offer a solution to address your disagreement(s) or inform you that we do not have a solution.
 - ❖ To accept the offered solution of your appeal as listed in the summary, you must agree to withdraw your appeal in writing to the Director by signing the appeal withdrawal form. This form will be sent to you with the written summary of the Administrative Review. If you do not withdraw the appeal, it will proceed to a Fair Hearing.
 - In addition to Administrative Review, "Mediation" is available at any time prior to the scheduled Fair Hearing. To request mediation, contact the OOD Legal Department at 614-438-1289 or send an email to: Appeals@ood.ohio.gov. Mediation and Administrative Review do not extend the 60 day time limit to resolve your concerns.

You may receive assistance with the appeal process by contacting the Client Assistance Program (CAP) at Disability Rights Ohio. Disability Rights Ohio can be reached by calling:

614-466-7264 or **Toll Free at 1-800-282-9181** or **1-800-858-3542 (TTY)**

You may also visit their website at www.disabilityrightsohio.org