**PAID FAMILY LEAVE APPEAL FORM**

If you wish to appeal the attached decision from the Department of Employment Services (DOES), you have the option of filing an appeal (Reconsideration) with the **Office of Paid Family** **Leave** (OPFL) or file a complaint with the **Office of Administrative Hearings** (Hearing).

Please use the enclosed “Request for Hearing in Office of Paid Family Leave Case” form to request a **Reconsideration** with OPFL or file a **Hearing** before an Administrative Law Judge with the Office of Administrative Hearings (OAH).

If you are requesting a **Reconsideration**, you MUST file your appeal directly with DOES via the online portal, by mail, in person, or by email. Any evidence that you wish DOES to consider should be submitted along with your request. The request must be within ten (10) calendar days of the date of the decision that you are appealing.

The issuing official will be a Paid Family Leave (PFL) examiner who was not involved with the initial determination made on your claim. The Reconsideration decision will be issued within ten (10) business days of the receipt of your request. You will receive appeal rights along with the Reconsideration determination, including the right to request a hearing with the OAH if you are not satisfied with the Reconsideration determination. You can only request a Reconsideration once for each determination issued by DOES. You may file a Reconsideration in the following methods:

Online Portal: You are encouraged to file an appeal using the DOES online portal. The portal may be accessed at <https://does.pflbas.dc.gov/>

By Mail or In Person: You may file an appeal in person, weekdays between 9:00 a.m. and 5:00 p.m., or by mail at the following address. You will need photo identification to enter the building:

Department of Employment Services

Office of Paid Family Leave

4058 Minnesota Avenue, NE

Attn: Appeals Division - Suite 3700

Washington, DC 20019

By Email: You may file a request for Reconsideration by email to [opfl.appeals@dc.gov](mailto:opfl.appeals@dc.gov) . Please attach a scanned copy of the DOES determination that you are appealing and the reason for your appeal.

If you wish to appeal the attached decision from the Department of Employment Services (DOES) with Office of Administrative Hearings. The **Hearing** will come before an Administrative Law Judge with the Office of Administrative Hearings (OAH). The request must be made within sixty (60) calendar days of the date of the decision that you are appealing. Please file the completed and signed request form directly with the OAH at:

Office of Administrative Hearings

441 Fourth Street NW, Suite 450 N

Washington, DC 20001

You may also submit your request form via email at [oah.filing@dc.gov](mailto:oah.filing@dc.gov).

The OAH is not affiliated with DOES, and you will be able to present testimony at the hearing and may choose to be represented by an attorney at the hearing. The rules of procedure for the OAH may be found at [www.oah.dc.gov](http://www.oah.dc.gov) and in the OAH Resource Center.