

12.2.6 Fact Finding Review Attendance

When possible, the [W-2](#) agency worker who made the decision being disputed should attend the Fact Finding Review to present the facts regarding the decision. If that worker is unable to attend the Fact Finding Review, another staff person must be present and prepared to represent the agency's actions.

The [Petitioner](#) or their representative must also attend the Review. The petitioner may have a representative present to assist in contesting the agency's decision. The process must provide for flexibility in scheduling and location for the W-2 participant. If all parties are any party is not able to attend in person, teleconferencing must be offered.

The petitioner or their representative may request to view and copy any records pertaining to the decision. If the cost of copying the records is more than \$30, repayment may be sought. (This is assuming a \$.10 charge per page, which would allow up to 300 pages of copies before requiring payment.)

If the petitioner or their representative fails to attend the Fact Finding Review without good cause, the request for Review is considered abandoned. (See [11.3.1](#) for more information on good cause.)