

# Request for review: Deadline extension

According to sections 9.3, 9.4, 13.2, and 21(3) of the *Workers' Compensation Act*, and section 11 of the *Workers' Compensation Regulation*, you have one year from the date of your decision letter to submit a request for review to the Workers' Compensation Board's Dispute Resolution and Decision Review Body (DRDRB). In some situations, we can extend the time limit if it has been more than a year since the decision was made.

The chair or delegate of DRDRB will make the decision to approve or deny an extension of the appealable timeframe. Extensions are addressed independently and separately from the issue under review. In considering whether to grant the extension or not, the DRDRB chair or delegate will consider your reasons and the overall fairness of granting an extension.

You can request to extend the time period by writing to the DRDRB chair or delegate to outline the circumstances that delayed your request, along with completing the [DRBEXT extension form](#).

## Where can I find more information?

[Section 9.4 \(1\) of the \*Workers' Compensation Act\*](#) stipulates that a review of any decision made by the Customer Service department must be submitted to DRDRB within twelve (12) months of the date the decision was made.

## What factors are considered to determine eligibility?

Each case is judged on its own merits. However, the DRDRB chair or delegate considers the following factors when making a decision:

- Why the request for review was not initiated within the time period.
- The amount of time that has passed between the request and the time limit.
- If there was any notice to the requestor of the time limit.

## What circumstances would make me eligible for an extension?

An extension may be granted when DRDRB considers there is a reasonable reason for the delay in submitting a request for review. Some examples include but are not limited to:

- There was a lack of proper notice that left you unaware of the decision and you took reasonable and timely steps to file the request for review once you became aware of the decision.
- You relied on someone else that you trusted to file the request for review on your behalf, it was reasonable for you to rely on that person and, once you became aware that the person had failed to file the request for review, you took reasonable and timely action to file.
- You were unable to request a review due to diagnosed mental or physical incapacity.
- You were prevented from doing so because of other valid reasons.

## What is my timeline to submit an extension?

There is no formal timeline to submit an extension, however the DRDRB chair or delegate considers timeliness when appealing a WCB decision. The purpose of the 12-month time limit for appeals is for administrative fairness and to add a measure of certainty and finality to the decision-making process.

## How do I apply for an extension and which form should I use?

Start by filling out a [request for review form](#) through the WCB website. This form will automatically populate to include all the information needed for an extension with no additional steps.

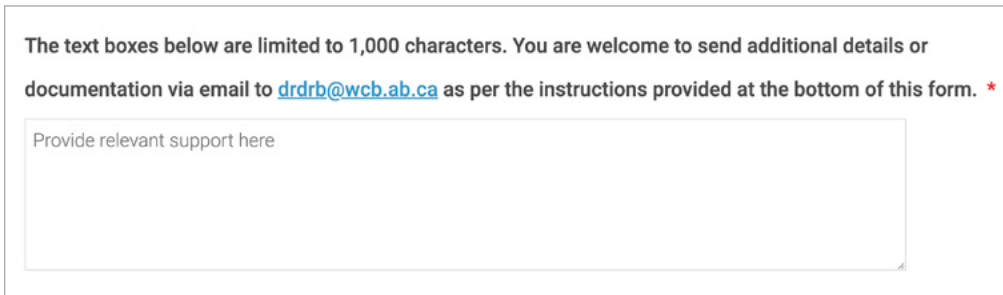
If you don't have access to the online form, or have already submitted a request for review in any version other than the online form, you will need to fill out a separate [DRBEXT extension form](#).

If possible, submit any documentation you have to support your reason for the delayed request. DRDRB will consider your reason and the overall fairness of granting an extension.

You can request a paper version by calling toll-free at 1-866-922-9221.

## What documentation is needed to send in with my application?

As shown in the image below, you may use the text box provided on the online [request for review form](#) to state your reason(s) for delay.



The text boxes below are limited to 1,000 characters. You are welcome to send additional details or documentation via email to [drdrb@wcb.ab.ca](mailto:drdrb@wcb.ab.ca) as per the instructions provided at the bottom of this form. \*

Provide relevant support here

If possible, you should submit documentation to support or prove your reason for needing the extension. For example, over time, evidence may be lost, medical information may no longer be available, the medical condition may change, and this may impact DRDRB's decision to grant the extension or not.

If you submitted other versions of the extension form, instead of explaining your reason(s) in a textbox you can provide additional details or documents via email to [drdrb@wcb.ab.ca](mailto:drdrb@wcb.ab.ca).

To prevent delays with the review process, we encourage you to send this information within two business days of submitting your form. Please include your claim number along with your first and last name in the body of your email for identification and tracking purposes.

## What are the possible outcomes from an extension request?

Once we receive your request for an extension, the DRDRB chair or delegate will inform you of the decision in writing. An extension request is either granted or denied.

If an extension is granted, your request for review will proceed through the appeal process. The DRDRB chair or the delegate may impose conditions, such as the setting of deadlines for certain things to be done.

If your extension request is denied, your request for review (of the original decision) will not proceed.

For information regarding management of your personal information, see [Policy 01-02, Part 1](#).

**Have questions?** Please contact us toll-free at 1-866-922-9221.

## How do I submit my form?

This depends on the format or how you chose to submit your request:

- a. If you're submitting online, you need to complete an online [request for review form](#) which includes information needed for an extension if the decision falls beyond the one-year period.
- b. If you cannot access the online form to submit a request for review, you can access the [G040 PDF form](#). You will need to fill out a separate [DRBEXT extension form](#) and submit this as well.
- c. If you have already submitted a request for review in any version other than the online form, you will need to fill out a separate [DRBEXT extension form](#).

If you are electing to use the PDF or paper forms (from options B or C) rather than submitting your request for review online, you can submit your information by mail, email, fax or in person using the information provided below:

- **Email:** [drdrb@wcb.ab.ca](mailto:drdrb@wcb.ab.ca)
- **Mail:** PO Box 2415, Edmonton, AB T5J 2S5
- **Fax:** 780-498-7855
- **In-person:** Our offices are open 8 a.m. to 4:30 p.m., Monday to Friday. Our offices are closed on all statutory holidays.
  - 9912 107 Street, Edmonton, AB
  - 150 - 4311 12 Street NE, Calgary, AB
- **Claims Contact Centre:** 780-498-3999 or toll-free at 1-866- 922-9221.

