

RIGHT TO APPEAL

If you believe your child care services were stopped due to a coalition error you should contact your eligibility specialist and provide the necessary documentation to resolve the issue. If you believe the issue was not resolved then you may file a formal written appeal which must be postmarked or emailed before your last day of child care services. Note: if your services have already ended or end in less than 14 days; you have 14 days from the date the notice is mailed to appeal.

The action you are appealing is stated on the other side of this notice. Failure to file a timely appeal waives your right to an appeal.

Name: _____ Phone: _____

Address: _____

Reason for Appeal:

Note: Supporting documents to support your appeal must be attached.

Signature



phone #

Date

Return to:

Official Use Only

Date Appeal Received: _____ Supporting Documents Received: ___Y ___N

Approved Denied

Reason: _____

Signature