

**APPEAL PROCEDURES FOR FAMILY DAY CARE HOME PROVIDERS  
PARTICIPATING IN  
THE CHILD AND ADULT CARE FOOD PROGRAMS**

In accordance with the 7 CFR Part 226.6 (L)(5)(i), A.C.H.R. Inc. 950 SHELTON MILL RD., Auburn, AL 36830  
*(Name and Address of Sponsor)*

has established the following procedures which should be used by an appellant (Family Day Care Home provider) requesting a review of administrative action taken by, A.C.H.R. Inc and the same appeal procedures apply  
*(Name and Address of Sponsor)*

uniformly to all day care home providers. These procedures are to be provided annually to all day care home providers, by the day care home sponsor or when the sponsor takes action subject to an administrative review, or anytime upon request by the Day Care Home Provider.

**ADMINISTRATIVE ACTIONS WHICH MAY BE APPEALED**

1. Notice of intent to terminate agreement for cause.
2. Suspension for (health) safety issue.

**NOTICE OF ADMINISTRATIVE ACTION**

1. The day care home provider will be advised in writing of the grounds upon which the sponsor based the action.
2. The notice of action, which should be sent by certified mail, return receipt requested, will include a full description of the basis for the action, and the procedures under which the sponsor and the responsible principals or individuals may request an administrative review of the action.
3. The day care home provider will be advised in writing that the request for the review must be made no later than 15 days (not to exceed 30 days) from the date of receipt of the notice of action.

**PROCEDURE FOR FILING REQUEST FOR APPEAL**

1. Request for an appeal by a day care home provider must be submitted in writing and received no later than 15 days (not to exceed 30 days) from the date of receipt of action. A request for an appeal shall be mailed or filed in person with hearing officer listed below:

*Name and Address of Hearing Officer*

Sandra Aldridge

P.O. Box 3770

Auburn, AL 36831-3770

2. **Contents of Written Request for an Appeal:** The day care home provider must submit a written request for an appeal that clearly identifies the administrative action or actions that are being appealed, the basis for filing an appeal, and the specific reasons why an appeal is being filed. The day care home provider must submit in writing to the Hearing Officer all documentation to support the basis for the appeal and documentation that supports the home provider's position for requesting and filing an appeal. The day care home provider may refute the findings contained in the notice of action in person at a hearing, or by submitting written documentation to the Hearing Officer, or both. If the home provider wishes to submit information and documentation that supports the request for an appeal by showing grounds on which the appeal is being sought from the administrative action, this information and documentation must be submitted to the Hearing Officer no later than 30 days from receipt of the notice of action.