

### CLIENT REQUEST TO FILE AN APPEAL-GRIEVANCE

School Readiness clients have the right to appeal eligibility decisions made by the ELC. **To file an appeal, please indicate the eligibility decision you are appealing sign and date the form, attach appropriate documentation, and submit the documents to your local ELC office.**

**TO BE COMPLETED BY THE CLIENT**

- Cancellation of School Readiness services due to the failure to meet one or more eligibility requirements.
- Cancellation of School Readiness services due to the failure to respond to an ELC request for required program documents. Attach proof of the extenuating circumstances that prevented you from submitting required program documents by the stated due date and attach the required program documents.
- Cancellation of School Readiness services due to suspected fraud.
- Cancellation of School Readiness services due to the extended absence of a child (ten (10) or more consecutive days) without contacting the Early Learning Provider. Attach proof of the extenuating event that prevented you from contacting the Early Learning Provider during your child's extended absence.
- Other: \_\_\_\_\_

Describe your grounds for disputing an ELC Decision and attach documentation to support your position:

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*Attach an additional page if more space is needed.*

I understand that the ELC will process my appeal within five (5) calendar days of receipt and that I will receive a copy of this completed form which will indicate the appeal decision. In the event the appeal is denied, I understand that within fifteen (15) calendar days of the appeal decision I have the right to request another review of my appeal which will be conducted by the CEO.

Printed Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COALITION USE ONLY**

**REQUEST FOR APPEAL DECISION:** Note: Appeals related to the of School Readiness services may only be approved or denied.

Is the client eligible to receive School Readiness services if the appeal is approved?    Yes     No

- APPROVED:** Client must be eligible for School Readiness services and one or more of the following must apply:
- Client submitted documentation of the extenuating circumstance that prevented the client from adhering to program participation requirements.
- The eligibility decision resulting in the suspension or cancellation of School Readiness services was made in error.
- DENIED:** The appeal is denied for one or more of the following:
- The client is not eligible for School Readiness services.
- The client failed to document the extenuating circumstances that prevented the client from adhering to program participation requirements, which resulted in the suspension of School Readiness Services.

Can Apply to Waitlist     Not Waitlist eligible at this time

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of this appeal/grievance was sent to the client on: \_\_\_\_\_

