

**CHILD CARE AND DEVELOPMENT FUND (CCDF) CHILD CARE VOUCHER PROGRAM
APPLICANT/CO-APPLICANT APPEAL**

State Form 57239 (3-23)

OFFICE OF EARLY CHILDHOOD AND OUT OF SCHOOL LEARNING

The applicant/co-applicant can use this form to challenge an adverse action such as a childcare denial, termination of assistance, etc. If you wish to file an appeal, please complete this form and attach all relevant supporting documentation. Please refer to the appeal instructions on the following page.

Name of applicant		Telephone number ()
Street Address (<i>number and street</i>)	City, State, and ZIP code	
<i>Please detail why you feel the determination is unjust. You must submit any relevant documentation to support your claim.</i>		
<i>You must attach copies of any relevant documentation to support your appeal. DO NOT SEND ORIGINAL DOCUMENTS.</i>		
Signature	Date (<i>month, day, year</i>)	

Child Care and Development Fund (CCDF) Applicant Appeal Instructions

The applicant/co-applicant has the right to appeal any adverse action taken on their case such as denial, termination, or increased co-pay. There are three steps in the appeal process:

STEP 1: Within ten (10) calendar days of receipt of the Adverse Action Letter, send a written request of appeal to the CCDF Eligibility Office Manager. You can find the address for your CCDF Eligibility Office here: https://www.in.gov/fssa/carefinder/files/CCDF_Eligibility_Office_Map.pdf

The CCDF Eligibility Office Manager has ten (10) calendar days to review the request and respond in writing. The response will include information on the next steps in the appeal process.

STEP 2: If you do not agree with the decision of the CCDF Eligibility Office Manager, you may send a written request for appeal to the Assistant Director of CCDF Policy at the Office of Early Childhood and Out of School Learning within fifteen (15) calendar days of receipt of the denial letter from the CCDF Eligibility Office Manager.

Office of Early Childhood and Out of School Learning
Attn: Assistant Director of CCDF Policy -CCDF Appeals
402 W. Washington St, W-362, MS02
Indianapolis, Indiana 46204-2739

The Assistant Director of CCDF Policy has fifteen (15) calendar days to review the request and respond in writing. This response will include information on the next steps in the appeal process.

STEP 3: If you do not agree with the decision of the Assistant Director of CCDF Policy, send a final written request for appeal to the Director of Operations at the Office of Early Childhood and Out of School Learning within 15 calendar days of receipt of the denial letter from the Assistant Director of CCDF Policy.

Office of Early Childhood and Out of School Learning
Attn: Director of Operations - CCDF Appeals
402 W. Washington St, W-362, MS02
Indianapolis, Indiana 46204-2739

The Director of Operations at the Office of Early Childhood and Out of School Learning has fifteen (15) calendar days to review the decision of the Assistant Director of CCDF Policy and respond in writing. The decision of the Director of Operations is FINAL.

(Please note that service for child care provided during the appeal process will not be reimbursed after the ten (10) calendar day notice unless the appeal is found in favor of the applicant/co-applicant).