



Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, GA 30334
(404) 656-5957

Nathan Deal
Governor

Amy M. Jacobs
Commissioner

MEMORANDUM

To: All Child and Adult Care Food Program (CACFP) Sponsors of Day Care Homes (DCH)

From: Falita S. Flowers, Nutrition Services Director (*original signed*)

Date: December 19, 2014

Subject: Guidance to Developing and Applying Administrative Review (Appeal) Procedures

Legal Authority: 7 C.F.R. §226.6(l)

The purpose of this memorandum is to provide guidance on applying the appeals process for Day Care Home (DCH) providers who received a notice of proposed termination for cause as a result of a review, complaint investigation, or fact finding investigation conducted by the sponsoring organization. This memorandum supersedes Bright from the Start: Georgia Department of Early Care and Learning's (DECAL) policy memorandum, *Guidance to Developing and Applying Administrative Review (Appeal) Procedures*, dated June 11, 2014. Refer to DECAL's Policy No. CACFP 01-16, *Procedures for Sponsoring Organizations Terminating a Day Care Home Provider's Child and Adult Care Food Program Agreement*, for additional guidance on termination.

When a sponsoring organization proposes to terminate its Program agreement with a day care home provider for cause, the day care home provider must be provided an opportunity for an administrative review (appeal) of the proposed termination. This is done by the sponsoring organization offering appeal procedures and a hearing. The following describes the procedures to developing and administering the appeals process.

The sponsoring organization provides a written copy of the organization's appeal procedures so that the day care home provider is made aware of his or her right to an appeal when facing proposed termination. A copy of the procedures must be provided to all day care home providers either annually; to a day care home provider when a sponsoring organization takes any action subject to a hearing; and any other time upon request. The same procedures must apply to all day care home providers.

DECAL recommends the written appeal procedures include the following:

- **Definitions** - any relevant terms which will be used throughout the documentation (e.g., “termination for cause,” “sponsor,” etc.). Definitions may be found in the Federal Regulations, 7 C.F.R. §226.2.
- **Actions subject to a hearing** – intent to terminate the day care home’s agreement for cause (7 C.F.R. §226.16(1)(3)(iii) and (1)(4)(ii), see also DECAL CACFP Policy No. 16). The sponsoring organization is prohibited from offering an appeal for reasons other than the aforementioned.
- **Procedures** – requirements to validate a request for an appeal and actions taken by both the sponsoring organization and the day care home provider once the appeal request is received.
- **Contact information** – where the day care home provider can direct questions.

In addition, the sponsoring organizations, as applicable, must follow the procedures described below.

Selecting the Hearing Official

The hearing official must be independent and impartial. This means, although the hearing official may be an employee or board member of the sponsoring organization, he or she must not have been involved in the action that is the subject of the hearing or have a direct personal or financial interest in the outcome of the appeal.

If the hearing official is an employee of the sponsor, he or she may not occupy a position in which he or she is potentially subject to undue influence from the individual responsible for the sponsoring organization’s action, nor may he or she occupy a position in which he or she may exercise undue influence on the individual responsible for the action.

The hearing official’s role is to: 1) assess the sponsoring organization’s action to propose termination; 2) determine if the sponsoring organization took appropriate action to proposed termination for cause and proposed disqualification as a result of a review, complaint investigation, or fact finding investigation conducted by the sponsoring organization; 3) determine whether the actions taken by the sponsoring organization, the day care home provider and RPIs, followed Federal regulations, policies, and procedures governing the CACFP; and 3) base his/her decisions on the information presented by the sponsoring organization, the day care home provider, or RPIs and Federal and State laws regulations, policies, and procedures.

The hearing official’s role does not include: 1) interpreting the intent or expanding the meaning of Federal regulations; 2) validating the serious deficiency determination; 3) verifying whether corrective actions submitted by the day care home provider and/or its RPIs fully and permanently corrects Program violations; or 4) establishing settlement of demands for overpayments.

As it relates to imminent threat or serious health and safety violations, the hearing official’s role is to determine if the sponsoring organization’s decision to terminate and disqualify the day care home provider is based upon findings cited by the Child Care Services Division (CCS). The hearing official’s role is not to determine if CCS took appropriate action.

The day care home provider must be permitted to contact the hearing official directly during the appeal process if he or she so desires.

Please Note: It is imperative for sponsoring organizations to provide training and guidance to officials responsible for CACFP hearings. For further guidance on requirements for hearing officials, refer to DECAL Policy Memorandum, *“Roles and Requirements of Administrative Review Officials in the Child and Adult Care Food Program,”* dated December 19, 2014.

Notice of Adverse Action

Notices of adverse action shall be issued by the sponsoring organization in writing and shall state the type of action, the cause for the action, and if applicable, the financial effects. Notices shall also describe the day care home provider's right to appeal the action and these procedures. A day care home provider shall be allowed the opportunity to review any information upon which the action was based.

Appeal Request

Day care home providers are allowed to refute the adverse action(s) in person via a hearing. The request for a hearing must be submitted to the sponsoring organization within the timeframe specified by the sponsoring organization. All appeal requests must be submitted in writing to the attention of the hearing official.

The sponsoring organization's written appeal procedures must specify, at minimum, the following requirements for requesting an appeal:

- How day care home providers may request an administrative review and the address of the person to whom the request should be submitted;
- That an independent/impartial hearing official will conduct the administrative review;
- The deadline for requesting the review; and
 - The consequence of not submitting a timely appeal, which would be termination of the day care home's agreement and placing the name of the day care home and the name(s) of the person(s) responsible for the CACFP on the National Disqualified List.

Upon receipt of the request, the sponsoring organization must forward the request to the hearing official for handling along with all pertinent written documentation which led to the action. With respect to the type of appeal being requested:

- Day care home providers that request a hearing can request that the organization make any information on which the adverse action(s) was based available for inspection.
- The day care home provider and the sponsoring organization will be provided with at least five (5) days advance written notice, sent by certified mail, return receipt requested, of the time and place of the hearing.
- Within the timeframe specified by the sponsoring organization, the hearing will be held at the sponsor's designated location. Where applicable, the hearing will not be scheduled before the day care home provider's written documentation is received by the hearing official.

The proposed termination for cause shall remain in effect during the appeal process. The day care home provider may continue to participate and receive Program reimbursement for eligible meals served until the appeal is concluded. However, such continued Program operation shall not be allowed if the adverse action is based on imminent danger to the health or welfare of children or a serious health and safety violation. If the day care home provider has been terminated for this reason, the day care home provider shall be notified in writing. (See also DECAL Policy Memorandum, "*Health and Safety Requirements - Admin and DCH Sponsors*," dated October 31, 2013).

Hearing

The day care home provider may represent him or herself, retain legal counsel or be represented by another person. Failure of the day care home provider's legal representation or other representative to appear at the scheduled hearing may constitute the day care home provider's waiver of the right to a personal appearance before the hearing official unless the hearing official agrees to reschedule the

hearing. The sponsoring organization's representative will be available at the hearing to respond to the day care home provider's testimony and written information and to address questions from the hearing official.

Decision

The hearing official must make a determination based on the information provided by the day care home provider and on Federal and State laws, regulations, policies, and procedures governing the Program.

The hearing official must inform the sponsoring organization and the day care home provider of the hearing's outcome within the period of time specified in the sponsoring organization's hearing procedures. This timeframe is an administrative requirement for the sponsoring organization and may not be used as a basis for overturning the termination if a decision is not made within the specified timeframe.

The determination made by the hearing official is the final administrative determination to be afforded the day care home provider (7 C.F.R. §226.6(1)). Final Decisions shall be issued via certified mail, return receipt.

Please Note: DECAL is required to conduct compliance reviews of sponsoring organizations which includes a review of sponsored center(s). If adverse actions are noted as a result of DECAL's review of the sponsored center, the sponsored center is prohibited from requesting an appeal directly to DECAL. Instead, the center must notify the sponsor and discuss the adverse actions.

For questions concerning this memorandum, please contact Sonja Adams, Policy Administrator at (404) 651-8193.