

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

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. Mail completed form to:

4C of Southern Indiana, Inc.
Attn: Program Manager
414 SE 4th St., Suite 102
Evansville, IN 47713

THE APPEAL MUST BE RECEIVED WITHIN 10 CALENDAR DAYS OF RECEIPT OF ADVERSE ACTION LETTER OR SUBSIDY EXPIRATION DATE.

Case Name:	Phone:
Street Address:	City, State, Zip Code:
Please detail why you feel the determination is unjust. You must submit any relevant documentation to support your claim.	
You must attach copies of any relevant documentation to support your appeal. DO NOT SEND ORIGINAL DOCUMENTS.	
Signature:	Date:

Applicant Appeal Procedure

When any adverse action is taken, such as denial, termination or increased co-pay, there is a three (3) step appeal process.

STEP 1: Within **ten calendar days** of receipt of Adverse Action letter, the applicant must send written request for appeal to the 4C CCDF Program Manager.

4C of Southern Indiana, Inc.
Attn: CCDF Appeals/Program Manager
414 SE 4th St., Suite 102
Evansville, Indiana 47713
Toll free fax #1-866-503-5970

4C has **ten calendar days** to review the request and respond in writing. This response must provide information on the next step in the appeal process. 4C will gather documentation to support any decision made. The documentation shall be placed into the parent file.

STEP 2: If the applicant is not satisfied with the decision of the 4C Program Manager, the applicant must send written request for appeal to the CCDF Policy Manager of the Office of Early Childhood and Out of School Learning within **15 calendar days** of receipt of the denial letter from 4C.

CCDF Policy Manager
Attn: CCDF Appeals
402 W. Washington Street, W-361 MS02
Indianapolis, Indiana 46204-2739

The CCDF Policy Manager has **15 calendar days** to review the request and respond in writing. This response must provide information on the next step in the appeal process.

STEP 3: If the applicant is not satisfied with the decision of the CCDF Policy Manager, they have **15 calendar days** from receipt of letter from the CCDF Policy Manager to submit a final written request for appeal to the:

Director of the Office of Early Childhood and Out of School Learning
Attn: CCDF Appeals
402 W. Washington Street, W-361 MS02
Indianapolis, Indiana 46204-2739

The Director of the Office of Early Childhood and Out of School Learning has **15 calendar days** to review the decision of the CCDF Policy Manager of the Office of Early Childhood and Out of School Learning and respond in writing.

The decision of the Director of the Office of Early Childhood and Out of School Learning is **final**.