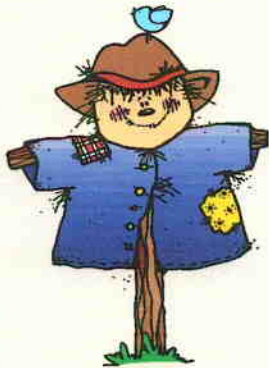




SPECIAL EDITION



IMPORTANT NOTICE

Once a year we are required to inform each of you of your appeal rights under the USDA regulations. Please take note of this so you are familiar with it if the need to request an appeal ever arises. You DO NOT need to do anything now! These Administrative Review rights are found on the back of this sheet.

OFFICE HOLIDAYS

The office will be closed the following days:

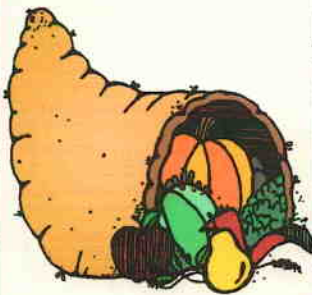
November 23-29

December 21-January 2

**HAPPY
HOLIDAYS!!!**

Reminders...

- If you are eligible to claim your own children, remember you must be completing sign in/out sheets for them every day.
- Also, remember if you are claiming your own children for dinners, night snacks, or weekends, you must submit these to the office each month.
- Failure to send your sign in/outs to the office if you are claiming dinners, night snacks, or weekends, by the 5th of the month will result in meals being disallowed for your day care children as well as your own. **WE WILL NOT BE CALLING YOU TO REMIND YOU WE NEED THESE!!!!!!!!!!!!!!** Thanks for your help!!!



Every day, in a hundred ways, you give children the chances and changes they need to win at life.

**WE ARE
GRATEFUL FOR
ALL YOU DO!!!**

School District Holidays

Just a reminder that we have used the school district calendars from their on-line web sites to schedule when schools will not be in session. WE would HIGHLY recommend that you get in the habit of either writing it on your CIF or marking school out on-line when a child is home from school for AM snack or lunch. Remember we only know about district wide holidays. Individual schools may vary. We do not know the individual schools holidays, such as parent teacher conferences, etc. Plus we found this month that a school district calendar was incorrect. PLEASE make it a habit to let us know on your CIF or mark it on-line when a child is being claimed because of no school.

This Institution is an equal opportunity provider.

ADMINISTRATIVE REVIEW (APPEAL) FOR FDCH PROVIDERS

The Administrative Review (appeal) procedures the Utah State Office of Education (USOE) must follow are in the regulations at 7 CFR Part 226.6(1)(5). These instructions say what the USOE must do and when to give FDCH providers due process in the event termination of program participation for cause and disqualification or suspension are proposed.

In this description of the process, where “we”, “us”, or “our” is used, it means the USOE; where “you” or “your” is used, it means the provider.

We must offer an Administrative Review (appeal) of any decision concerning a notice of proposed termination for cause or suspension of a provider’s agreement and notice of proposed disqualification of a provider.

Following are the steps and timing of the appeal process for us, for the sponsor (Child Care Nutrition Program) and for you.

1. Child Care Nutrition Program will tell you in writing of the action proposed to be taken and why. The notice will be sent by certified mail, return receipt requested and will include the procedures you must follow to request an Administrative Review of the action.
2. If you wish to appeal Child Care Nutrition Program’s action, you must request a review within 15 days of the day you receive the notice of the action. (The days are counted from the date on the US Postal Service receipt or five days from the date of the letter). If you want a personal hearing before the review official you must tell Child Care Nutrition Program when you request the review. Send your request to Child Care Nutrition Program.
3. Child Care Nutrition Program must acknowledge receipt of your request for review within 10 days and send a copy to the appeal officer and the USOE.
4. The appeal will include a hearing only if you specifically request it.
5. You may be represented by a lawyer or another person.
6. Any information on which the proposed action was based will be made available to you by Child Care Nutrition Program for inspection anytime after you request an Administrative Review.
7. Within 30 days of the notice of action, you and Child Care Nutrition Program must submit to the review official any information you want reviewed regarding the action. Documents submitted should be accompanied by a clearly written explanation of how they support /contest the action.
8. The review official must notify you, Child Care Nutrition Program and USOE at least 10 days in advance of the place and time of the hearing, if you have requested one.
9. If you or your representative misses the hearing, the review official may find in favor of Child Care Nutrition Program or may re-schedule the hearing at his/her option. The USOE may attend the hearing but are not required to.
10. The review official will be independent and impartial and must not have been involved in the action that is being reviewed and will not have any personal or financial interest in the outcome of the review.
11. The review official must make a decision based only on the information provided by Child Care Nutrition Program and you and according to federal and state laws, regulations, policies and procedures for the program.
12. Within 60 days of your receipt of the notice of action, the review official will make a decision regarding Child Care Nutrition Program’s action. The review official’s decision will be sent to the USOE and they will immediately forward it to you and Child Care Nutrition Program.
13. The review official’s decision is the final administrative review we are obligated to offer you.

Demand for corrective action, whether due to findings of serious deficiency related to viability, capability or accountability, or to other compliance issues cannot be appealed nor can termination nor disqualification and placement on the disqualified list.