RE: Vendor Name/Address/Number

Dear      ,

The purpose of this letter is to notify you of the Children’s Division decision to take action in regard to your application/license/approval. The action taken by the Children’s Division is:

DENIAL

SUSPENSION

REVOCATION

This decision was based upon the following information:

|  |
| --- |
|  |

You have a right to and may request a Fair Hearing if you disagree with the action taken by the Children’s Division. The Application for Fair Hearing (CD-53) is enclosed if you would like to request a Children’s Services Fair Hearing. You must make the request in writing to the county office address listed above within thirty (30) calendar days of receipt on the certificate of mailing. The local Children’s Division office will assist you in completing the application, if you would like their assistance.

Upon receipt of a written request CD will schedule an Administrative Review within ten (10) working days to attempt to resolve any issues prior to the Fair Hearing. Within one (1) working day of receipt of request, CD will forward the request to the Hearing’s Unit at Division of Legal Services (DLS).

The DLS Hearing Unit will contact you regarding the hearing date. After the hearing, the director of the Children’s Division will issue a final decision.

Should you decided to withdraw your request for a Fair Hearing, complete and submit the enclosed Withdrawal for Fair Hearing (CD-54) to the local Children’s Division office. The local Children’s Division office will submit the Withdrawal for Fair Hearing to the DLS Hearing Unit within one (1) working day.

You or your legal counsel may have access to your case record for review with a Children’s Services Worker or Supervisor present.

Sincerely,

Circuit Manager

CERTIFICATE OF MAILING

This letter of notification was mailed, postage paid,

this day of       ;

to the named person(s) at the address shown.