# Emergency Childcare Disenrollment

Dear Family,

The Family Fee for State subsidized Early Learning and Care (ELC) services, in the amount of [INSERT AMOUNT] was due on [INSERT DATE]. Due to the Family Fee not being paid, your child(ren) will be disenrolled from State subsidized services effective [INSERT DATE].

If you do not agree with the actions as stated above, you may appeal the intended actions. To protect your appeal rights, you must follow the instructions described in each step listed below. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

Your appeal is due on or before [INSERT DATE]. Your appeal must include the action you are appealing, and why you disagree with the action. You must submit your written appeal by direct mail, or email, to the hearing officer listed below:

Hearing Officer

Address

Phone

Email

Within ten (10) calendar days following the agency’s receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented. The hearing may be held remotely, either by telephone or virtual meeting.

Within ten (10) calendar days following the hearing, the agency shall mail or deliver to

you a written decision.

If you have questions regarding this subject, please speak with the [INSERT CONTACT] either in person, by phone at [INSERT PHONE #] or by email at [INSERT EMAIL].

California Department of Education

July 2020

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