

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 Building Blocks CCDF Program Manager.

Building Blocks, Inc.
Attn: CCDF Program Director
414 SE 4th St., Suite 214
Evansville, Indiana 47713
Toll free fax #1-866-503-5970

Building Blocks 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. Building Blocks 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 Building Blocks CCDF Program Director, 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 Building Blocks.

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**.