

**BRIGHT FROM THE START:
GEORGIA DEPARTMENT OF EARLY CARE AND LEARNING
APPEAL REQUEST FORM**

Pursuant to 7 CFR 225.13, SFSP sponsors have the opportunity to request an appeal (administrative review) of adverse actions issued by GA DECAL. This form may be used by SFSP sponsors wishing to request an appeal. Sponsors that wish not to use this form may do so; however, the appeal request submitted must provide the information requested in this form.

A request for an appeal must be submitted in writing not later than 10 days after the date the notice of action issued by GA DECAL is received. The appeal request must be submitted in writing to the attention of DECAL General Counsel, DECAL, 2 Martin Luther King, Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334; or by email to the Chief Legal Services Officer at Ira.Sudman@decalfga.gov.

Sponsor Name or; Responsible Principal or; Responsible Individual		
Agreement Number		
Date		
Select the type of review requested: (Select One)	<input type="checkbox"/>	The Appellant requests an in-person evidentiary hearing before an OSAH Administrative Law Judge.
	<input type="checkbox"/>	<p>The Appellant requests a written review of record whereby all parties would submit written documentation to OSAH. The OSAH Administrative Law Judge would make a decision based upon the documents and arguments submitted.</p> <p>Please note: If the Appellant notifies DECAL that a review of the record is preferred, once the Appellant has been served with the OSAH Forms initiating the Review, the documentation used to support DECAL's decision, and DECAL's brief in support of its decision, the Appellant has seven (7) days to submit to OSAH any written documentation the Appellant desires the Review Official to consider, inclusive of any brief in support of Appellant's opposition.</p>
	<input type="checkbox"/>	The Appellant requests a DECAL internal review whereby a DECAL manager who was not involved in the review would examine all records DECAL provides to determine whether the adverse actions issued by DECAL were appropriate. The manager would also review records provided by the institution, to include any written arguments. The decision rendered as a result of an internal review is final and is not subject to further review by DECAL or an appeal (administrative review) to OSAH.
The specific adverse action(s) the Appellant wishes to appeal (Please be sure to include why GA DECAL's decision should be overturned)		

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