

## *Investing in Early Educators Stipend Program Appeals Process*

The Office for the Advancement of Early Care and Education has instituted an appeals process for applicants who believe that they were disqualified from the Stipend Program in error or, if upon receiving their stipend, believe that there is an error in payment. Disqualified applicants may submit a letter of appeal **in writing**.

**For letters of appeal regarding incorrect payment:** do not cash or deposit the check; rather hold it until the matter is resolved.

An appeal is not the time to submit new information or supporting documents that were not included with the application or verification forms by the respective due dates. Rather, it is an opportunity to prove that the application or verification was complete, included the required supporting documents, was submitted by the due date, and the applicant met the eligibility criteria based on their original application.

The letter of appeal **must** include the following information:

- Date the appeal letter is written
- Applicant's full name and social security number (SSN) as written on the application
- Reference to the reason for disqualification as written in the letter received from the Office for the Advancement of Early Care and Education
- A brief description of why the applicant thinks the decision to disqualify the application is incorrect
- A telephone number for contacting the applicant, as needed
- A copy of the application and supporting documents **as submitted** by the due date
- A copy of the receipt provided when the application was submitted in person or a copy of the certified mail receipt

See page 2 for a sample letter of appeal. The sample letter of appeal is provided to guide you as you create your own letter.

Applicants should make a copy of the letter of appeal and supporting documents for their records. The schedule for submitting letters of appeal are listed in the Schedule for Stipend Program. Letters of appeal with supporting documents are to be submitted by U.S. Mail to:

Investing in Early Educators Stipend Program – Cycle (add of current cycle)  
Office for the Advancement of Early Care and Education  
Maternal, Child and Adolescent Health Division  
County of Los Angeles Department of Public Health  
600 South Commonwealth Avenue, Suite 800  
Los Angeles, CA 90005

The Office for the Advancement of Early Care and Education management team reviews appeals, including review of the original application. Decisions to grant or not grant the appeal, based on whether the applicant met the application requirements and deadlines, are made within two (2) weeks of receipt of the letter of appeal. The applicant will be notified of the decision by U.S. mail. **ALL DECISIONS ARE FINAL.**

## INVESTING IN EARLY EDUCATORS STIPEND PROGRAM

### Sample Letter of Appeal

This sample letter of appeal is provided to help guide you in preparing your own letter of appeal. While your letter may be typed or handwritten, it should include all of the basic pieces of information as outlined in this letter. The sections that are bracketed [ ] and highlighted in yellow require information that is uniquely relevant to your appeal.

[Your street address]  
[Your city], California [Your zip code]

[Date letter written]

Investing in Early Educators Stipend Program – Cycle (add of current cycle)  
Office for the Advancement of Early Care and Education  
Maternal, Child and Adolescent Health Division  
County of Los Angeles Department of Public Health  
600 South Commonwealth Avenue, Suite 800  
Los Angeles, CA 90005

#### Re: Cycle [ ] of the Investing in Early Educators Program – Letter of Appeal

I received a letter dated [add date] stating that I am ineligible to participate in Cycle [ ] of the Stipend Program. I was found ineligible due to the following reason:

- [Add reason as stated on the letter you received here]

I believe that this disqualification is incorrect. [Explain in detail the reason you believe you are eligible, including the proof you submitted to determine your eligibility related to why you were disqualified.] Enclosed with this letter are copies of my application and supporting documents that I submitted [indicate whether submitted by U.S. mail or in person and the date], including [list the supporting documents you are including with this letter] and a copy of the [certified mail receipt or receipt I received when I delivered my application in person].

I appreciate your consideration of my appeal. If you have any questions, please contact me by telephone at [add your telephone number] or by e-mail at [add your e-mail, if applicable].

Sincerely,

[Provide your signature here]

[Print your full name as it appears on your application]  
[Your social security number]

Enclosures.