

NOTICE TELLING PARENT/CARETAKER INCOME IS OVER 85% of SMI

Your income has been determined to exceed 85 percent of State Median Income (SMI), therefore, you are no longer eligible to receive Infant Toddler Contracted Slots (ITCS) funding.

85 percent of State Median Income limit:

Your household Income amount and type

ITCS funding for _____ will end 13 calendar days from this notice. If you request an appeal within those 13 days, you can continue your benefits while you wait for the Fair Hearing Decision.

Note: You may have to pay back some or all the benefits you received while waiting for your hearing

YOUR RIGHT TO APPEAL AND A FAIR HEARING

You have the right to appeal any Department of Human Services (DHS) Departmental action and to have a hearing if dissatisfied with the decision concerning eligibility for the ITCS program.

At the hearing, you can present to the Bureau of Hearing and Appeals (BHA) Hearing Officer the reason you believe the decision is incorrect and present evidence and witnesses on your own behalf. You have the right to represent yourself or have someone represent you. The Hearing Officer will follow the law and DHS policies when making a decision.

If you speak another language, are deaf, or have another disability, you may ask for an interpreter to be at the fair hearing or for other assistance. This is a free service, but you must tell DHS ahead of the hearing date. You may bring a friend or relative to help you at the hearing, but DHS will provide the official interpreter. When you send in your appeal in writing as detailed below, identify the specific request, if needed.

LEGAL HELP IS AVAILABLE AT

HOW TO REQUEST A FAIR HEARING

To appeal and request a hearing, you must put the appeal in writing as follows:

1. Include a copy of your notice.
2. Give a phone number where you can be reached.
3. Give your exact address.
4. Complete and return the bottom portion of this notice to:
Deborah C. Wise, ITCS Project Officer

333 Market St, 6th Floor
Harrisburg, PA 17101

Your request for a hearing must be postmarked or received within 30 calendar days of this notice. If your request is not received within the 30-day time-limit, your appeal will be dismissed without a hearing.

If you would like to meet with a representative from the Office of Child Development and Early Learning (OCDEL) to discuss the matter informally or to present information that may change the decision, please let your child care provider/director know. Your child care provider will send the request to OCDEL. This informal discussion will not delay or replace your fair hearing.

To request an appeal, return the following with a copy of this notice:

Person requesting appeal:

Address of person requesting appeal:

Phone number where person requesting appeal can be reached:

Special Accommodation needed (i.e. need for an interpreter):