

# COMPREHENSIVE APPROACHES TO RAISING EDUCATIONAL STANDARDS (CARES PROGRAM)

## 2009-2010 Appeal Process

### Guidelines and Procedures

If an applicant does not agree with the decision of the CARES program staff as to participation in the program or the issuance of a stipend, an applicant may choose to appeal the decision if:

1. Application was completed and received by the CARES program coordinator by the June 15, 2010 deadline.
2. All verification material and backup documentation was provided with the original application. If program staff requested additional information, that must have been submitted as instructed.
3. Mitigating or justifiable hardships may be considered on a case-by-case basis and at the discretion of program staff and/or the First 5 Plumas executive director.
4. With the exception of #3, grounds for an appeal are limited solely to contest a procedural aspect of the application process.
5. The First 5 Plumas Commission office must receive all appeals in writing (faxes will not be accepted) no later than ten (10) calendar days from the application deadline or receipt of the CARES notification letter.
6. Written request for an appeal must include:
  - a. Applicant name and social security number
  - b. Applicant mailing address, phone number, and other contact information
  - c. Explanation of what the applicant believed the determination should be and why the determination should be changed.
  - d. All documentation to support a change in determination.
7. Appeals can be mailed or delivered to:

First 5 Plumas  
270 Hospital Road, Suite 206  
Quincy, CA 95971

Attention: Ellen Vieira, Executive Director

Each appeal will be reviewed by the First 5 Plumas executive director and if necessary by a CARES Appeal Committee. If a policy is not in place so that the executive director can make a decision, a three (3) member CARES Appeal Committee will review the appeal.

Applicants will be sent a written response informing him/her of the decision made through the Appeal Process within ten (10) calendar days of the decision.

Decisions made through the Appeal Process are final and the last step in the Appeal Process.