

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	7/1/03; 8/06	1/12db 3/12 sjc	10	10.2
CHAPTER Chapter 10. Complaint and Appeal Procedures		SUBJECT Types of Appeals			

Appeals are conducted before a duly appointed administrative Hearing Officer. There are two types of appeals as follows:

- **Administrative review** is an in-person, verbal hearing at which testimony and evidence is submitted by the participant or participant’s legal counsel (required if incorporated or LLC) and the Missouri Department of Health and Senior Services (MDHSS).
- **Abbreviated administrative review** is a review of written material only. Written evidence is submitted to the Hearing Officer for consideration in the appeal. An appellant cannot request an administrative review after the abbreviated administrative review has taken place.

An appeal is limited to the abbreviated administrative review for the appellants under the following scenarios:

- Submission of false information on the application; or
- The participant(s) or one of its principals or one of its facilities is ineligible to participate; or
- The participant(s) or one of its principals or one of its facilities has been convicted for any activity that indicates a lack of business integrity.

The appeal request **must** state whether the sponsor/center wants an in-person administrative review (oral hearing) or an abbreviated administrative review (submission of written evidence).

Reference: 7 CFR 226.6(k)(4) and (9)