

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	6/1/02	4/09	12	12.2
CHAPTER Chapter 12. 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 presented to the hearing official by the participant or participant’s legal counsel (required if incorporated or LLC) and the Missouri Department of Health and Senior Services.
- **Abbreviated administrative review** is a review of written material only. Written evidence is submitted to the Hearing Official 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 reviews for the appellants under the following scenarios:

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

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

Reference: 7CFR226.6(k)(4) and (9)