

**Summer Food Service Program
APPEAL PROCEDURE
7CFR 225.13**

For an applicant appealing:

- A denial of an application for participation;
- A denial of a sponsor's request for an advance payment;
- A denial of a sponsor's claim for reimbursement (except for late submission under Sec. 225.9(d)(5));
- A State agency's refusal to forward to FNS an exception request by the sponsor for payment of a late claim or a request for an upward adjustment to a claim, except that appeals shall not be allowed on decisions made by FNS with respect to late claims or upward adjustments under Sec. 225.9(d)(5);
- A claim against a sponsor for remittance of a payment;
- The termination of the sponsor or a site;
- A denial of a sponsor's application for a site;
- A denial of a food service management company's application for registration; or
- The revocation of a food service management company's registration,

The following procedure shall apply:

- (1) The Oregon Department of Education (ODE) shall advise the sponsor, in writing, of the grounds upon which the State agency based the action. The notice of action shall be sent by certified mail, return receipt or UPS signature required (or the equivalent private delivery service), by facsimile, or by email, or given to the sponsor (in person) and signed by ODE and the sponsor. The notice shall also state that the sponsor has the right to appeal the State's action;
- (2) A written request for appeal must be received ODE within seven (7) calendar days of the receipt of action. The 7 days begins on the day the institution/sponsor receives the notice.
- (3) The appellant shall be allowed the opportunity to review any information upon which the action was based;
- (4) The appellant shall be allowed to refute the charges contained in the notice of action either in person or by filing written documentation with the review official. To be considered in the appeals action, written documentation must be submitted by the appellant within seven (7) days of submitting the appeal, it must clearly identify the State agency action being appealed, and it must include a photocopy of the notice of action issued by the State agency;
- (5) A hearing shall be held by the review official in addition to, or in lieu of, a review of written information submitted by the appellant only if the appellant so specifies in the letter appealing the action. The appellant may retain legal counsel or may be represented by another person. Failure of the appellant's representative to appear at a scheduled hearing shall constitute the appellant's waiver of the right to a personal appearance before the review official, unless the review official agrees to reschedule the hearing. A representative of the State agency shall be allowed to attend the hearing to respond to the appellant's testimony and written information and to answer questions from the review official;

- (6) If the appellant has requested a hearing, the appellant and the State agency shall be provided with at least 5 days advance written notice, sent by certified mail, return receipt requested, of the time and place of the hearing;
- (7) The hearing shall be held within 14 days of the date of the receipt of the request for review, but, where applicable, not before the appellant's written documentation is received in accordance with paragraphs (4) and (5) of this section;
- (8) The review official shall be independent of the original decision-making process;
- (9) The review official shall make a determination based on information provided by the State agency and the appellant, and on Program regulations;
- (10) Within 5 working days after the appellant's hearing, or within 5 working days after receipt of written documentation if no hearing is held, the reviewing official shall make a determination based on a full review of the administrative record and inform the appellant of the determination of the review by certified mail, return receipt requested;
- (11) The State agency's action shall remain in effect during the appeal process. However, participating sponsors and sites may continue to operate the Program during an appeal of termination, and if the appeal results in overturning the State agency's decision, reimbursement shall be paid for meals served during the appeal process. However, such continued Program operation shall not be allowed if the State agency's action is based on imminent dangers to the health or welfare of children. If the sponsor or site has been terminated for this reason, the State agency shall so specify in its notice of action; and
- (12) The determination by the State review official is the final administrative determination to be afforded to the appellant.

Appellants should send written requests for appeals to:

Emily Nazarov, Government and Legal Affairs Manager
Oregon Department of Education
Office of Student Services
255 Capitol Street NE
Salem, OR 97310