



PARENT OR CHILD CARE PROVIDER DISAGREES WITH AN ACTION TAKEN BY MHDS/DECCD

Client timely Requests an Appeal via email to Administrative Hearings

Administrative Support Staff gathers all necessary information from DECCD Portal

Administrative Support Staff Schedules Hearings; creates calendar event for assigned attorney and MDHS representative; Coversheet attached

Administrative Support Staff Creates SmartSheet Entry with Hearing Data

Hearing is conducted and recorded; MDHS represented by DECCD representative

Attorney drafts decision and forwards to AH Director for approval

Final Decision Notice is sent out to all parties involved

Smartsheet is updated; Coversheet and Final decision attached