

**Iowa Department of Education
Nutrition, Health and Transportation Services
ABBREVIATED APPEAL PROCEDURES
Child and Adult Care Food Program (CACFP)**

- A. Nutrition, Health and Transportation Services of the Iowa Department of Education (State Agency) hereby gives annual notice of the ABBREVIATED APPEAL PROCEDURES under 7CFR Part 226.6 (k)(9).

The ABBREVIATED APPEAL PROCEDURES are required when the State Agency denies, or proposes to deny, a CACFP institution's application as specified in 226.6 (k)(9)(i)-(iv).

The ABBREVIATED APPEAL PROCEDURES are limited to the State Agency's administrative review of the institution's written submissions concerning the accuracy of the State Agency's determination to deny the application or the State Agency's proposal to terminate the institution's agreement because of 226.6 (k)(9)(i)-(iv).

1. The aggrieved CACFP institution shall submit a Notice of Abbreviated Appeal to the Iowa Department of Education (herein called "the Department") within ten (10) days of the notification of denial of the CACFP Agreement (Application), or Notice of Intent to Terminate. The Notice of Abbreviated Appeal will be considered timely if it is postmarked within the fifteen (15) days. Appeals may also be submitted in person or sent by facsimile transmission. A Notice of Abbreviated Appeal is considered complete if it includes all the following:
 - an affidavit or notarized letter clearly requesting an Abbreviated Appeal,
 - the adverse decision(s) being appealed from [226.6 (k)(9)(i) **or** (ii) **or** (iii) **or** (iv)] and,
 - the written submissions (documents) to be reviewed.
2. Within five (5) days of receipt of all required Abbreviated Appeal documents, the Department shall notify the State agency of the taking of the abbreviated appeal.
3. The hearing officer shall review written submissions from either party and shall make a just and equitable decision within 45 days of receipt of all required Abbreviated Appeal documents.
4. All appeals may be addressed to:

Director
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, Iowa 50319-0146
Fax: 515-281-4122

Questions about the abbreviated appeal process may be addressed to:
Administrative Assistant to the Hearing Officer
(Same address as Director)
Phone: 515-281-5295

- B. The State Agency shall notify an institution each time the State Agency makes an adverse decision that may be appealed through the Abbreviated Appeal Procedures.