



IMPROVE AND MAXIMIZE PROGRAM so ALL CHILDREN THRIVE (IMPACT) APPLICATION SELECTION OR WAIT LIST STATUS APPEAL PROCESS 2016

An appeal will be considered only if the following requirements have been met:

- A complete IMPACT application was received or postmarked on or before the September 2, 2016 deadline.
- The applicant attended a mandatory Application Workshop.
- The applicant met all eligibility requirements on or before the September 2, 2016 deadline.
- All required verification information was included with the application by the deadline.

Each appeal letter will be reviewed for conformance with the application process.

APPEAL PROCEDURE:

- Appeals must include:
 - Applicant's Name
 - Program Name
 - Program Address
 - Telephone Number
 - Current determination
 - An explanation of why the determination should be changed based on the five (5) scoring criteria outlined in the IMPACT Application Packet, Section V. Application Scoring & Guidelines, pages 6 & 7
 - Any/all documentation that would support the change in determination
- First 5 San Joaquin (F5SJ) must receive all appeals including supporting documentation in writing within five (5) business days of the date of the selection or waitlist status notification.

Appeal may be sent via email to: sjckids@sjgov.org -or-

Sent via mail to: First 5 San Joaquin
P.O. Box 201056
Stockton, CA 95201 -or-

Sent via fax to: (209) 932-2675

- Within five (5) working days of receipt of appeal, applicants will receive notification via email that the appeal has been received.
- The Appeals Committee will review the appeal and provide a recommendation as to whether the appeal should be granted or denied.
- F5SJ staff will work with the Appeals Committee to prepare the written recommendation.

The Appeals Committee's decision is final.