

County Information Here

[Date]

[Primary Addressee]
[Primary Addressee Address]
[City], CA [ZIP Code]

Child's Name: [Child Name]
Birth Date: [Birth Date]
CCS: [Client Number]
CIN#: [Client Index Number]
County: [County Name]
Provider: [Provider Name]

NOTICE OF ACTION (NOA)

This is a Notice of Action. We call it NOA for short. It tells you about the decision California Children's Services (CCS) made in your case to deny/cancel the following CCS services for your child.

Effective Date: [list here]
Service Begin and End Date: [list here] - [list here]
Service Requested: [list here]
Reason/Citation: [list here]

[Free Text]

If you disagree with this decision, you may appeal. The deadline to appeal is [date], which is 30 days from the effective date of this NOA. Read the enclosed information to learn more about your right to appeal.

If you have questions, or would like to give us more information, please call the [Name of Legal County] County CCS office at [County Office Phone Number].

Sincerely,

California Children's Services

Included with this letter:
How to Appeal

We sent a copy of this letter to:
[Courtesy Copy Recipients]

County Information Here

How to Appeal

What is an appeal?

An appeal is a way to ask us to reconsider our decision. The parent, the applicant, the legal guardian or an authorized representative can ask for an appeal.

How do I ask for an appeal?

The CCS Family Handbook has more information about appeals.

Send us a letter asking for an appeal. In your letter say why you disagree with the NOA. If you want to continue the services your child is getting now, say that in your letter.

Is there a deadline?

Yes. We must receive your appeal within 30 calendar days of the date on the attached NOA letter.

Can CCS help me with my appeal?

Yes. If you have questions or need help, contact your county's CCS office:

[County CCS Office]

[Street Address]

[City, CA, ZIP]

Phone: [Phone #]

Fax: [Fax #]

CCS can also let you see your child's CCS file and medical records.

For more information, contact:

Family Resource Center

1-800-515-BABY

Or look for your local Resource Center at:

www.familyvoicesofca.org

Parent Training & Information Center

www.cde.ca.gov/sp/se/qa/caprntorg.asp

Where can I learn about the laws for appeals?

See the California Code of Regulations, Title 22, Art. 2, Sections 42702 and 42703.

You can read the law at:

<http://ccr.oal.ca.gov>

Where do I send my appeal?

Mail or deliver your appeal to:

[County CCS Office]

[CCS Administrator]

[Street Address]

[City, CA, ZIP]

Keep a copy of the appeal for your records.

When will my appeal be decided?

We will send you a copy of the decision on your appeal within 20 days.