

Late Attendance Appeal Process

If a provider wishes to appeal a decision to deny late attendance entry that is greater than 180 days from the date being claimed and is denied by the State, there is a two step appeal process.

Step 1 Within fifteen (15) calendar days of denial of the late attendance by the State, the provider must send a written request of appeal to the Office of Early Childhood and Out of School Learning (OECOSL) Operations Manager.

Office and Early Childhood and Out of School Learning
Attn: Operations Manager – Late Attendance Appeals
402 W. Washington Street, W-361, MS-02
Indianapolis, IN 46204-2739

The Operations Manger has thirty (30) calendars days to review the request and respond in writing. This response must provide information on the next step of appeal process.

Step 2 If the provider is not satisfied with the decision of the Operations Manager, they have fifteen (15) calendar days from receipt of letter from the Operations Manager to submit a final written request for appeal to:

Office and Early Childhood and Out of School Learning
Attn: OECOSL Director – Late Attendance Appeals
402 W. Washington Street, W-361, MS-02
Indianapolis, IN 46204-2739

The OECOLSL Director has thirty (30) calendar days to review the decision of the Operations Manager and respond in writing. **The decision of the OECOSL Director is FINAL.**