

## *Appeal of Administrative Decision*

The Alaska Family Child Care Association, as represented by the previous organizational chart, closely monitors the Alaska Family Child Care Food Program staff and their interactions with the participants of the food program.

If you feel you have been unfairly treated in an administrative decision and wish to appeal the decision, AFCCA asks that you submit your appeal in writing to the Executive Director, who will within five working days from the time your appeal was received, review all pertinent documents and render a decision to the appeal. If you feel you are still being treated unfairly, you can submit a copy of your first appeal along with reasons or documentations as to why your administrative decision should be overturned. This appeal should be sent to AFCCA's President at 2207 E. Tudor Rd. Suite #34 Anchorage, AK 99507. Upon the board of directors has heard both the Alaska Family Child Care Food Programs reasons for the administrative discipline and your appeal, they will render a final decision.