

TO REQUEST APPEAL OF AGENCY CERTIFICATION DENIAL

- This request for appeal must be received within thirty (30) calendar days of the date of the notice informing your agency of its denial for certification.
- Complete and sign the second page of this form.
- Provide a copy of the denial notification.
- Make a copy of the front and back page for your records
- Send this page to:

**California Department of Social Services
Claims, Certification and Appeals Bureau
Appeals Unit, MS 9-9-04
Sacramento, CA 94244-2430**

- The California Department of Social Services (CDSS), Appeals Unit (AU), will review the information contained with the request to make the decision regarding your agency's certification. Upon completion of the review of all materials, the AU will make a determination of certification.
- If you have any questions, call the CDSS AU at 1 (855) 729-2383.

