



State of Utah
Department of Workforce Services
Office of Child Care
CHILD CARE QUALITY SYSTEM (CCQS)
REQUEST FOR REVIEW

Instructions: Before completing the request, right click on the form and click “save as” to save to your desktop or documents folder. Then, open the saved form and complete the application. After you have completed the form, save a final version of the application to your computer. Attach the completed form to an email and send to ccqs@utah.gov.

Name of Center: _____
(As listed on your license.)

Licensing Facility ID Number: _____

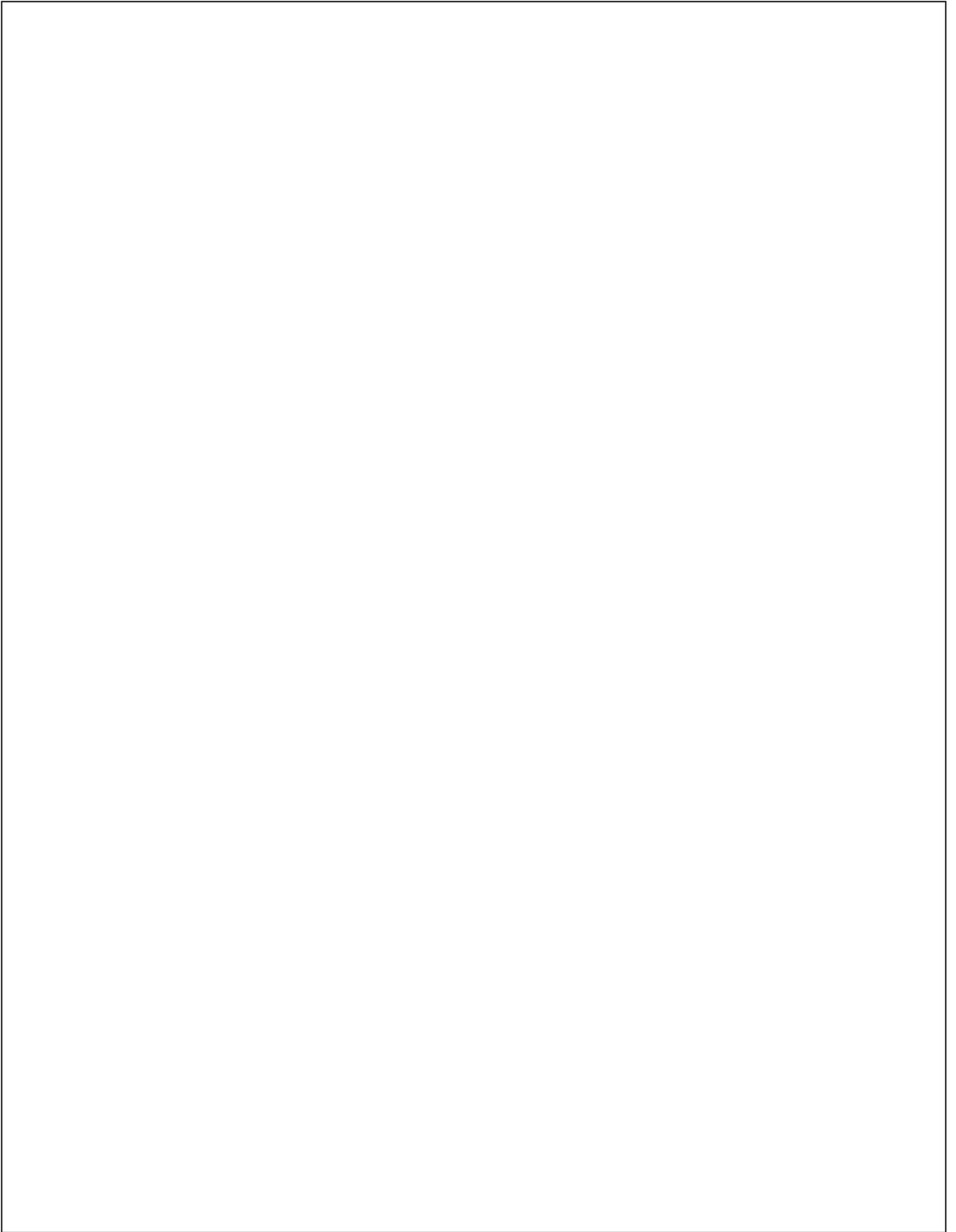
Name of Director: _____
(If more than one director, list the primary director for this location.)

Name of Owner: _____

I am requesting a review for the program named above. I am requesting a review because I believe that (check all that apply):

- An error was made in scoring the components of the framework.
- An error was made in the scoring of the classroom observation.
- The observation was not conducted correctly.
- An error was made in the determination of a professional development achievement.
- Documents submitted for points were not accurately verified.
- An error not listed above occurred.

Use the space below to provide details about the issues checked above:



I understand the following:

- A request for review must be submitted within 30 days of the notice of quality rating application decision.
- All requests for review will receive an OCC Review. If the OCC Review does not resolve the issue, the program may request a review from the Certified Quality Rating Review Committee within 30 days of the OCC Review Determination Notice.
- The certified quality rating issued in the Quality Rating Award Notice will be published by OCC and remain published until the review is complete.
- A request for a review will temporarily freeze enhanced subsidy payments until the review is complete.
- A program may be required to provide additional documentation to support their request for review. Failure to respond to requests for additional documentation will result in a dismissal of the program's request for review.
- A review may result in OCC being required to perform a new classroom observation or multiple new classroom observations. Observations may result in a higher or lower certified quality rating.
- A review may result in a program receiving a higher or lower certified quality rating.
- The decision of the Department of Workforce Services Director of Adjudication, based on the recommendation of the Certified Quality Rating Review Committee, will be final.

I understand that I can electronically sign my application by typing my name below. I certify that the information in this request is true and accurate. I understand that providing false information may disqualify the program from participating in CCQS. Incomplete requests may be returned for completion and resubmission.

Signature of Owner: _____ Date: _____

Signature of Director (if different): _____ Date: _____

Submit complete request to: ccqs@utah.gov

Retain a copy for your records.

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.