



## Early Childhood Iowa Designation Appeal Process

### Iowa Administrative Rules

#### **249—1.4(256I) Early childhood Iowa state board responsibility.**

**1.4(1)** The state board shall provide leadership and coordination for the development of Iowa's early care, health and education system in cooperation with area boards, community partners and other state agencies.

**1.4(2)** The state board shall:

*a.* Develop and implement a process for designating area boards. The state board shall review the process at the close of each designation cycle.

### **Establishment of an Appeals Committee**

At the first meeting of the new calendar year, the ECI State Board shall select six board members to serve on an Appeals Committee for one year.

### **Appealing a Designation Decision:**

- An ECI area board may appeal the designation decision of the Early Childhood Iowa State Board (ECI State Board).
- An ECI area board that wants to appeal the decision of the ECI State Board must submit an appeal in writing to the ECI State Office within 20 working days of receiving written notification of the decision. It is the ECI area board's responsibility to ensure that the ECI State Office receives the written appeal by midnight on the twentieth working day following the written notification of the Board's decision. The ECI State Office will accept mailed (hard copy) or electronic appeals.
- Address appeals to:
  - ECI State Board Chairperson
  - c/o Amanda Winslow, Bureau Chief of Early Childhood Services
  - Division of Family Well-Being and Protection, Early Intervention and Support
  - Iowa Department of Health and Human Services
  - 321 E 12th Street, Des Moines, Iowa 50319
- There is no required format for an appeal. The content of the appeal shall:
  - Identify the name of ECI area.
  - Identify the decision being appealed.
  - Describe why the ECI area board does not agree with the ECI State Board's decision and provide reasons and/or evidence to support the appeal.
  - Identify the resolution the ECI area board wants.
  - Be signed by the ECI area board chair or other authorized representative of the board.
  - Include meeting minutes documenting that the ECI area board reviewed and supported the appeal by a simple majority of ECI area board members.

### **ECI State Board Action on the Appeal**

- When the ECI State Board receives an appeal, the ECI State board chair will select three of the six members on the Appeals Committee to review the appeal. The board chair will review conflict of interest issues, such as geographic or other identified conflicts, when selecting the three members. The ECI State Office will provide staffing to this committee.
- As part of the appeal review process, one or more representatives of the ECI area board that submitted the appeal must meet face to face or via electronic means with the committee.
- After reviewing the information and supportive documentation, the committee will submit a written recommendation to the ECI State Board. The recommendation will identify if the committee supports or denies the ECI area board's appeal and provide justification for the recommendation. The ECI State Office will include the written recommendation in the ECI State Board meeting materials distributed prior to the meeting.
- The ECI State Board will review the committee's recommendation and make a decision on the appeal.
- The ECI State Board will notify the ECI area board in writing of its decision within 10 working days.
- The ECI State Board's decision is final.  
If the ECI area board disagrees with the ECI State Board's decision on the appeal and requests a review, the ECI area board may file a petition through the judicial system.