

Sponsor Letterhead

Serious Deficiency Process

Letter J: Notice of Termination and Disqualification: Imminent Threat to Health and Safety (after Sponsor wins appeal)

Date

Provider's Name

Provider's Street Address

Provider's City, State, Zip code

Licensed/Unlicensed Provider Number/Sponsor Assigned Provider Number

Provider's Date of Birth

Certified Return Receipt #

Notice of Termination and Disqualification

Dear [Provider]:

This letter is being sent via [certified mail, return receipt (or the equivalent private delivery service), by facsimile or by e-mail address and regular mail]. It will be considered delivered five days from the date it is mailed. [Sponsor] has a responsibility to the United States Department of Agriculture (USDA) and the Michigan Department of Education (MDE) to properly monitor child care providers to ensure compliance with the regulations and requirements of the Child and Adult Care Food Program (CACFP).

On [date of Combined Notice], a letter was sent to you by [method of delivery] and received on [date], which suspended your participation in the CACFP. In that letter, we also proposed to terminate your CACFP agreement for cause and proposed to disqualify you from further CACFP participation. These actions were based on the Serious Deficiency Notice dated [date].

You filed a timely appeal of the suspension, proposed termination, and proposed disqualification. On [date of the Hearing Official's decision], the Hearing Official issued a decision on the appeal. In that decision, the suspension and both of the proposed actions were upheld.

Termination and Disqualification

As a result of this decision, [Sponsor] is:

- Terminating your agreement to participate in the CACFP for cause effective [date of decision].
- Disqualifying you from future CACFP participation effective [date of decision].

You may not appeal the termination of your agreement for cause or your disqualification from participation in CACFP.

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Please contact [staff name, title] at [phone number] if you have any questions or require any additional information.

Sincerely,

cc: Michigan Department of Education
Michigan Department of Human Services, Bureau of Child and Adult
Licensing
Provider file