

ATTACHMENT B

NOTICE/APPEAL PROCESS

Under this contract, the parties responsible for completing each identified function agree to meet the following performance standards:

NOTICE/APPEAL PROCESS:

- A. The Chief of the Child Support Enforcement Program (CSEP), Division of Social Services (DSS) will provide written notice thirty (30) days prior to withholding or assessing a penalty or reducing Federal Financial Participation (FFP) per the terms of this agreement. If the Judicial District Court does not disagree pursuant to paragraph B below, the penalty will be assessed.
- B. The Judicial District Court has thirty (30) days from the date of notice to respond in writing to the Chief if they disagree with the above notice. The response must contain written arguments and supporting documentation explaining why the Chief should not withhold FFP or assess the penalty. If the Judicial District Court fails to respond in accordance with the above, the Chief will take the action outlined in "A".
- C. The Chief will respond in writing within thirty (30) days of receipt, indicating what action will be taken.
- D. If the Judicial District Court disagrees with the Chief's decision, an appeal may be submitted in writing to the Administrator of DSS within fifteen (15) days. The appeal must contain written arguments and supporting documentation explaining why the Chief should not take the action outlined in "A" and "C".
- E. The Administrator may request additional information and will make a written decision within sixty (60) days of receipt of the appeal or all information, whichever is later. The decision of the Administrator is final.