

Letters of Compliance 13A.17.17.02 Inspections

Requesting a Review of Findings

Please be reminded that a child care center operator may request a “Review of Findings” if there is disagreement between the operator and licensing specialist regarding non-compliances cited during an inspection. Following is an excerpt from the Letter of Compliance Manual outlining the process for requesting the review.

F. An operator may contest a finding of noncompliance with this subtitle by requesting a review of findings by the regional office or the central office of the Agency.

INTENT: If the operator believes that a finding of noncompliance was wrong or unfair, the operator may ask for a review of that finding by OCC management staff.

Notes:

The following are the steps for appealing a finding of noncompliance:

1. *Upon completion of the inspection, the Operator checks the box on the first page of the ELIS “Summary of Findings,” indicating that a review of findings is requested, or make the request to the Regional Office, via writing or email, within 30 days of the inspection.*
2. *The Licensing Specialist notifies the Regional Manager/designee of the request.*
3. *The Regional Manager/designee reviews the inspection data in ELIS and sends a letter to the operator outlining the findings of the review.*
 - *If the operator requests a meeting and at that meeting the issues are not resolved, the Regional Manager/designee contacts the Program Manager of the OCC Licensing Branch.*
 - *Instead of agreeing to meet with the Regional Manager/designee, the operator may choose to contact the Licensing Branch Program Manager directly. In this event, the Regional Manager/designee shall:*
 - *Give the operator the name and telephone number of the Program Manager, and*
 - *Call the Program Manager to summarize the situation, provide pertinent background information, and present the recommendation of the Regional Office.*

If you have any questions, please feel free to contact Paula Johnson, Chief, Licensing Branch at 410-569-8071 or paulad.johnson@maryland.gov

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