Child Care and Development Bulletin 21-11:
Guidance to State Subsidized Early Learning and Care Programs on
the Notice of Action, Parent Appeals

The purpose of this communication is to notify contractors of the process for issuing the Notice of Action (NOA) to families, and the parent appeal process at both the California Department of Education (CDE) and California Department of Social Services (CDSS), following the transfer of most child care programs other than the California State Preschool Program (CSPP), to the CDSS.

Notice of Action
For the CSPP only, the agency shall include the CDE Appeals Unit contact information on the NOA. The CDE appeals unit contact information is:

California Department of Education Early Learning and Care Division
Attn: Appeals Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814
Phone: 916-322-1273
Fax: 916-323-6853
E-mail: elcdappeals@cde.ca.gov

For all other child care and development programs, the agency shall include the CDSS Appeals Unit contact information on the NOA. The CDSS appeals unit contact information is:

California Department of Social Services Child Care and Development Division
Attn: Appeals Coordinator
744 P Street, MS 9-8-351
Sacramento, CA 95814
Phone: 1-833-559-2420
Fax: 916-654-1048
E-mail: ccddappeals@dss.ca.gov

When a family has children enrolled in both a CSPP and a CCDP, the agency shall issue two NOAs to the family: one for the child(ren) enrolled in the CSPP that includes

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the contact information for the CDE Appeals Unit, and a separate NOA for the child(ren) enrolled in any non-CSPP program.

- The English-language NOA to be utilized for CCDPs can be found here: Form CCD 7617.
- The Spanish-language NOA to be utilized for CCDPs can be found here: Spanish language Form CCD 7617

If you have any questions or need additional guidance regarding the information in this letter, contact the Child Care and Development Division, Appeals Unit at ccddappeals@dss.ca.gov.

For more information, review Child Care and Development Bulletin 21-11.