

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: F. Children's Services	Effective Date: January 2010
Topic: 8. Application for Child Care Subsidy	Replaces: Policy F.10.2 November 2004
Subject: 8.6. Appeal/Internal Review	
Policy No. F.8.6.	Page 1 of 1

POLICY

The Manitoulin-Sudbury DSB has an internal appeal process for applicants and/or recipients, of fee subsidy, who wish to challenge the decision made pertaining to their subsidy.

PROCEDURE

The Manitoulin-Sudbury DSB makes an eligibility determination based on the information provided and/or missing in the applicants file, and the decision is final unless a review is requested. If an applicant disagrees with the decision and would like the decision reviewed, a written request for an internal review must be submitted within ten calendar days of the decision.

Written requests for an internal review must contain the following information:

- Applicant One and Applicant Two (if applicable) name and signature
- A statement that Applicant One and Applicant Two (if applicable) wish to have a review of the decision, detailing the decision that is disagreed with
- Reasoning behind the disagreement

The written request can be sent to the office of the Manitoulin-Sudbury DSB.

Manitoulin-Sudbury DSB
210 Mead Boulevard
Espanola, Ontario
P5E1R9.