**Section 338.80 The Appeal Process**

a) To begin the appeal process the relative caregiver shall request in writing that the Department review its decision to deny the application for license as a foster family home. The request for a hearing must be postmarked within 15 calendar days after the date of notice of the Department's decision to deny the appellant's application for a foster home license. The request must be submitted to the Department staff person designated in the written notice.

b) If the appellant is unable to request an appeal in writing, the Department or provider agency shall help the appellant put the request in writing upon request.