

APPEAL PROCESS

At the conclusion of the Family Assessment and Planning Team (FAPT) review meeting, the FAPT shall provide the child and family with appropriate notice of meetings and actions related to them, including denial of access to the team. The FAPT shall provide the child and family with a copy of the Individual Family Service Plan (IFSP) and a written notice of the proposed action taken, including their right to a review by the Community Policy and Management Team (CPMT). If a parent does not attend, the FAPT shall send the Individual Family Service Plan (IFSP), including the right to review, within ten (10) calendar days of the meeting. If possible, information will be provided in the child/family's native language or mode of communication.

Any child or family dissatisfied with the action of the FAPT, including but not limited to the denial of access to the team, assessment, planning, or implementation of services may file a written request for review to the CPMT. The criteria for eligibility as established herein by the CPMT shall not in itself provide sufficient grounds for due process review.

The child and/or family shall submit a written request for review to the CPMT Chair within ten (10) days of receipt of the FAPT notice. The CPMT must hold a review within thirty (30) calendar days after receiving a request for review. The CPMT will acknowledge the request for review in writing. The CPMT will meet with the child and/or family and, if the child and/or family desires, a representative of each or both. Representatives of the FAPT may also attend. Extensions of no more than ten (10) days may be granted at the request of the child and/or family or representatives thereof.

Formal voluntary mediation may be used to resolve the disagreement. However, mediation shall not be used to deny or delay a child and/or family's right to review. Mediation means a process in which a neutral person facilitates communication between the parties and, without deciding the issues or imposing a solution on the parties enables them to understand and resolve their own dispute (Section 8.01-576.4., Code of Virginia).

The CPMT may uphold, amend, or overturn the decision of the FAPT. The CPMT will provide a written decision to the child and/or family and the FAPT within ten (10) days of holding the review.