

# Appeal Procedure

## Smart Start Transition Grant 2023

*Round 1 Appeals covering October, November, and December 2023*

Applicants for the Smart Start Transition Grant have the right to appeal if they believe the reason for their ineligibility is incorrect.

To view the Transition Grant eligibility criteria and/or the considerations in determining funding, click here: [Smart Start Transition Grant](#)

The appeals procedure is made available to the public through the Transition Grant website hosted by the Illinois Network of Child Care Resource and Referral Agencies (INCCRRA).

All appeals must be submitted by **September 7, 2023** in writing to [grants@inccrra.org](mailto:grants@inccrra.org)

Appeals must include the following information:

- Completed Appeal Form.
- A copy of your DCFS license demonstrating your licensed capacity.
- Documentation to show that program is open and serving children, including number of classrooms, and CCAP eligibility.
- Email communication/documentation that shows you have been in contact with INCCRRA help desk, or specific counselor, regarding any issues you were experiencing that kept you from being able to submit your application. (specific to appeal reasoning)

The decision rendered is final.

**Appeals due to missing the deadline to apply or submit their budget request, without a valid reason, will not be reviewed. The deadline to apply for Round 1 is August 10, 2023.**

**Appeals due to not submitting the requested information by the deadline, will not be reviewed. The deadline to submit all required documentation and reporting is August 24, 2023.**

**Appeals submitted after September 7, 2023 will not be accepted.**