

Appeal Procedure

Smart Start Transition Grant 2023

Round 2 Appeals covering January, February, and March 2024

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 **December 1, 2023** in writing to 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 2 is November 3, 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 November 17, 2023.

Appeals submitted after December 1, 2023 will not be accepted.