

Policy Communiqué #11-14: Submitting Appeals to the Bureau of Hearing and Appeals

This is a message from the Division of Policy.

Title: Submitting Appeals to the Bureau of Hearing and Appeals (BHA)

Date: June 30, 2010

Priority: High

Category: Informational

Action Required: See Next Steps

Response Required: No

Purpose:

The purpose of this communiqué is to inform Child Care Information Services (CCIS) agencies that BHA will end the contract with Chertok Law Office, Keystone Hearings and Appeals as of the close of business on June 30, 2011.

Background:

Effective June 30, 2011, BHA will end the contract with Keystone Hearing and Appeals which was the agency responsible for conducting CCIS appeal hearings. They have not identified a new vendor at this time.

Discussion:

Starting July 1, 2011 until further notice, CCISs must submit all appeals and correspondence to:

Bureau of Hearings and Appeals
2330 Vartan Way, 2nd Floor
Harrisburg, PA 17110
ATTN: Dianne Wagner

All hearings scheduled for July 1, 2011 through July 8, 2011 will be rescheduled. BHA will contact all parties in those cases. If the CCIS has a hearing scheduled beyond July 8, 2011, the hearing status is unknown at this time. BHA will notify all parties as they reschedule hearing.

If the CCIS has additional documents to send in for a case that was already submitted for appeal, (Ex: exhibits, settlements, withdrawals, etc.), the CCIS should send the information to BHA as instructed above.

BHA has requested all files from Keystone Hearings and Appeals starting July 1, 2011. If there was already a hearing but no decision was rendered, BHA will process the appeal and render a decision in the order of the hearing date. The oldest cases will be adjudicated first.

Next Steps:

1. Share this information with appropriate staff.
2. Starting July 1, 2011, send all appeal information to BHA.
3. Direct questions to your Subsidy Coordinator.