



State of Arizona
Department of Education

Hearing Procedures Statement

Any camp that applies for the Summer Food Service Program must submit a copy of its hearing procedures with its application. At a minimum, these procedures shall provide:

- 1) That a simple, publicly announced method will be used for a family to make an oral or written request for a hearing.
- 2) That the family will have the opportunity to be assisted or represented by an attorney or other person.
- 3) That the family will have an opportunity to examine the documents and records supporting the decision being appealed both before and during the hearing.
- 4) That the hearing will be reasonably prompt and convenient for the family.
- 5) That adequate notice will be given to the family of the time and place of the hearing.
- 6) That the family will have an opportunity to present oral or documentary evidence and arguments supporting its position.
- 7) That the family will have an opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
- 8) That the hearing shall be conducted and the decision made by a hearing official who did not participate in the action being appealed.
- 9) That the decision shall be based on the oral and documentary evidence presented at the hearing and made a part of the record.
- 10) That the family and any designated representative shall be notified in writing of the decision.
- 11) That a written record shall be prepared for each hearing which includes the action being appealed, any documentary evidence and a summary of oral testimony presented at the hearing, the decision, and a copy of the notice sent to the family.
- 12) That the written record shall be maintained for a period of five years following the conclusion of the hearing, during which it shall be available for examination by the family or its representatives at any reasonable time and place.

This institution is an equal opportunity provider.