



BRIGHT FROM THE START
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, Georgia 30334
(404) 657-5562

Nathan Deal
GOVERNOR

Bobby D. Cagle, MSW
COMMISSIONER

MEMORANDUM

TO: Early Care and Education Providers

FROM: Child Care Licensing
Department of Early Care and Learning

DATE: October 1, 2013

SUBJECT: IMPORTANT NOTICE FOR PROVIDERS ABOUT **ADVERSE ACTION LETTERS**

If you receive an **adverse action letter**, read the entire letter carefully. The letter contains important information that **requires your action/response**.

The adverse action letter is a legal document that notifies you of an action or actions DECAL intends to impose against your facility. It tells you:

- The type of action or actions being imposed and specific information about each:
 - Enforcement Fine – total amount of fine,
 - Enforcement Fine and Restricted License
 - Total amount of fine,
 - Type of restriction (*for example, a restriction on providing transportation*) and
 - Total amount of time the restriction will remain in effect; or
 - Revocation
 - Denial
 - Emergency Closure
- The specific laws that give DECAL the right to impose the action(s).
- The specific reasons for imposing the action(s):
 - The date and type of visit,
 - Rules that were determined to be out of compliance, and
 - Details about the noncompliance.
- What may happen if you do not correct the noncompliance and maintain the correction:
 - Revocation,

- Daily fines for each day the violations continue,
- Fines for each violation,
- Issuance of a public reprimand,
- Emergency monitors,
- License restriction and/or
- Emergency closure.
- Your legal right to request a hearing including:
 - When the request must be submitted, and
 - Where to send the request.
- How to pay the fine:
 - Type of payment required for the fine,
 - When it has to be paid, and
 - Where to send it.
- What happens when:
 - You do not request a hearing,
 - You do request a hearing, and
 - You do not pay the fine or comply with the license restriction.

NOTE: The adverse action letter is sent by certified mail **and** by regular mail:

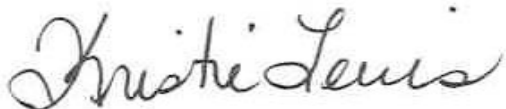
- Registered agent of a corporation or LLC – certified mail
- Partner, board chair or individual owner – certified mail
- The CEO of a corporation or manager of an LLC, if different than the registered agent – regular mail
- The director of the facility – regular mail

If the letter is addressed to only one person, it is sent by both certified mail and by regular mail.

Questions? Contact your child care consultant, childcareservices@dec.al.ga.gov or 404-657-5562.



Keith D. Bostick, L.C.S.W.
Deputy Commissioner for Programs
Services



Kristie Lewis
Assistant Commissioner for Child Care