

Date: _____

Substantiation Reviews
Office of Child and Family Services
Department of Health and Human Services
11 State House Station
Augusta ME 04333-0011

To Whom It May Concern:

I am writing to appeal a substantiation that was issued against me on _____ (original date of substantiation). More than 30 days has passed since I received notice of my substantiation. But, it has been less than 90 days. I have good cause for not requesting a hearing in time. The reason I did not request a hearing within 30 days is:

I dispute the allegations in the substantiation. I dispute that the facts as described by DHHS rise to the level of a substantiation. I request a fair hearing.

Thank you for your attention to this matter,

Signed: _____

Name: _____

Address: _____

