

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). It is my understanding that the substantiation was upheld at the paper review stage. 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: _____
