



55 Capital Boulevard  
Rocky Hill, CT 06067  
Phone: 1-888-214-5437

## Hearing Request Form

If you are a parent who does not agree with an action taken by Care 4 Kids, you may use this form to request an Administrative Hearing. At the hearing, an impartial hearing officer, employed by the Office of Early Childhood (OEC), will decide if the action taken by Care 4 Kids was correct according to state statutes and regulations. Only parents can request a hearing. Your child care provider is not eligible to request a hearing.

Please explain briefly what the problem is:

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**Check here if you would like a telephone hearing**

If you request a Hearing within 10 days of an action taken by Care 4 Kids, you may ask to have your benefits continue while a decision is pending. Benefits can continue until a decision is issued but not beyond the date of your current eligibility period or the date child care certificate ends. Do you want your benefits to continue?

\_\_\_\_ Yes, I understand that I will have to repay this money if the decision is not in my favor.  
\_\_\_\_ No, I do not want to continue payments while a Hearing decision is pending.

\_\_\_\_ I need the services of a translator. Language \_\_\_\_\_

Print Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Day Time Phone Number: (    ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail, Fax or Email to:**  
**Connecticut Office of Early Childhood**  
**Legal Division**  
**450 Columbus Blvd Suite 303**  
**Hartford, CT 06103**  
**Fax (860) 326-0555**  
**Phone (860) 500-4466**  
**Email [oc.c4k@ct.gov](mailto:oc.c4k@ct.gov)**