



Department of Human Services • Division of Family Development

## **New Jersey Child Care Assistance Program Parent's Child Care Review Rights**

You have the right to request a review of the adverse action taken by the Child Care Resource and Referral (CCR&R) agency regarding your participation in the New Jersey Division of Family Development's (DFD) Child Care Assistance Program (CCAP). If you wish to have the recent adverse action reviewed, you may request a review from your CCR&R. If you disagree with the decision of the CCR&R, you may request an additional review from DFD's Office of Policy and Legal Affairs, Bureau of Administrative Review and Appeals (OPAL-BARA). The CCR&R must conduct a review before you may request a review by OPAL-BARA.

### **1. Case Review Conducted by the CCR&R**

In the event you wish to have the action or amount in question reviewed, you must make a request for a case review in writing within 10 calendar days of the date of the notice of the adverse action. Requests should be addressed to the CCR&R.

You will be contacted to schedule a mutually acceptable date and time for the review and you may appear with or without legal representation or may be represented by a friend or other spokesperson. Only those persons directly involved with the issue will be permitted to attend any review proceedings. You will also be given an opportunity to view all pertinent documents prior to the review date.

### **2. Administrative Review Conducted by DFD**

In the event you wish to have the CCR&R's case review decision reviewed by OPAL-BARA, you must make a request for an administrative review within 90 calendar days of the date of the notice of the adverse action. A request for an administrative review may be made by contacting OPAL-BARA by any of the following means:

- Calling 1-800-792-9773, prompt #6.
- Faxing 1-609-588-2149
- Email at [DFDBARA@dhs.nj.gov](mailto:DFDBARA@dhs.nj.gov)
- Mail addressed to:

**Bureau of Administrative Review and Appeals  
Division of Family Development  
P.O. Box 716  
Trenton, New Jersey 08625-0716**

A request for an administrative review may also be made by requesting one through the CCR&R.

OPAL-BARA will contact you to request the specific documentation that will be needed to proceed with your administrative review.

**If you have questions or need help, contact your Child Care Resource and Referral (CCR&R) agency:**