If the individual or his/her representative wishes to appeal the director’s decision, the following formal appeal process occurs.

**Formal Appeal Process**

1. Upon receipt of a request of appeal, the Superintendent/designee, within ten (10) calendar days, will meet with the party initiating the request and conduct an administrative review.

2. Within five (5) working days of the administrative review, the Superintendent’s decision will be made known, in writing, to the individual or his/her representative, and will include a rationale for such decision along with a description of the next step in the process.

3. If the individual or his/her representative is not satisfied with the decision of the Superintendent, a written appeal can be filed with Summit DD within ten (10) calendar days of the receipt of the Superintendent’s decision.

4. Upon receipt of a written request to appeal, the Board will conduct a hearing no sooner than seven (7) calendar days, nor later than the next regularly scheduled Board meeting, at a time and place convenient to all.

5. Within five (5) calendar days of the hearing, written notification of the Board’s decision will be sent by certified mail to the individual or his/her representative. Such notification will include a rationale for the Board’s decision.

6. If an individual or representative is not satisfied with the decision of the Board, a written appeal may be filed with the Director of the Ohio Department of Developmental Disabilities within fifteen (15) calendar days of receipt of the Board’s decision.

7. The Director or his/her designee will review the appeal within thirty (30) calendar days of receipt of the appeal.

8. Within fourteen (14) calendar days following the Department-level review, the Director’s decision will be made known in writing to all affected parties, and include a rationale for the decision.