

Appeals Process

Licensing

If you disagree with the decision to deny your application or revoke your license and choose to appeal, you have 30 days to reply from the time you receive the certified notice. You will then be notified at least two weeks before your scheduled hearing with the administrative law judge.

If the OKDHS decision is upheld to close your facility, you have the right to appeal this decision in district court. A facility may remain open during the appeals process unless an emergency order, injunction, or restraining order is in effect. Once all appeals have been exhausted, the recommendation of the district court judge is to be followed. If the OKDHS decision is upheld, the facility must cease operation or face possible criminal proceedings. In addition, the owner or operator cannot make an application for another facility within the state for five years from the date of closure.

Reducing Star Status

The Star status of a facility may be reduced when the facility has serious non-compliance with licensing requirements, a serious incident occurs resulting in injury or imminent risk of harm to a child, violations are not corrected within the agreed-upon time frame, or a facility fails to employ a qualified director for a period of six months or more. If reduction is warranted, the Stars Program Manager sends a certified letter documenting the reduction and notifying you of the right to request an administrative review.

If you wish to appeal your Star reduction, you must submit a request in writing to the Director of Child Care Services within 15 calendar days of the receipt of the OKDHS letter that notified you of your Star reduction. The request must include written documentation that states your