Early Achievers Component Appeal Request Policy

Overview

Early Achievers participants may request an appeal of a finalized component if they believe points were awarded incorrectly based on the evidence they originally submitted during the Quality Recognition Cycle.

A Component Appeal Request addresses possible scoring or evaluation errors. It is **not** a process for submitting new or additional evidence after a component or Quality Level has been finalized.

Participants may request a Component Appeal Request for any of these components:

- Program Profile
- Video Highlight(s)
- Records Review
- Accreditation
- Professional Development and Training

Eligibility and Timeframes:

Participants must submit a Component Appeal Request within the applicable timeframe:

- **Before the Quality Level is finalized:** Submit the request within **45 calendar days** after the component is finalized.
- **After the Quality Level is finalized:** Submit the request within **14 calendar days** after the Quality Level is finalized.

If a Quality Level has been finalized, DCYF will temporarily unpublish the Quality Level while the Component Appeal Request is under review.

DCYF will not review requests submitted after the applicable deadline.

How to Request a Component Appeal Request:

1. Email QRIS@dcyf.wa.gov to request a **Component Appeal Request Form**.
2. Complete the form, and briefly explain the concern using only the evidence originally submitted:
    - **Records Review**: Identify the specific standard area(s) you believe were evaluated incorrectly and explain why.
    - **Video Highlights:** Identify the indicator(s) you believe were evaluated incorrectly and explain why.
    - **Professional Development and Training:** Identify the person whose education or training you believe was evaluated incorrectly.
3. Submit the completed form to QRIS@dcyf.wa.gov.

Do not submit new or additional evidence with your request. The review will be based only on the evidence originally submitted during the Quality Recognition Cycle.

Frequently Asked Questions:

Can I submit a Component Appeal Request after the Quality Level has been finalized?

Yes. You may submit a Component Appeal Request within **14 calendar days** after the Quality Level is finalized.

The Quality Level will be unpublished while the component appeal is under review. It will be republished after a final decision is made.

What if I still disagree with the decision after the component review?

The decision made through the component appeal is **final**. It cannot be appealed or reopened for that Quality Recognition cycle.

You may submit written feedback about the review process to QRIS@dcyf.wa.gov. We appreciate feedback, but it will not change the final review decision.

What happens if I submit my request after the deadline?

To qualify for a Component Appeal Request, you must submit your request within the applicable timeframe:

- **If your Quality Recogntion Cycle is still active**: Submit the request within **45 calendar days** after the component is finalized.
- **If your Quality Level has been finalized**: Submit the request within **14 calendar days** after the Quality level is finalized.

Requests submitted after the applicable deadline will not be accepted.

What if my component is finalized after my Quality Level due date has passed?

If your Quality Level has already been finalized, you must submit a Component Appeal Request within **14 calendar days** after the Quality Level is finalized.

The 45-day timeframe does not apply after the Quality Level has been finalized.

The Quality Level will be unpublished while the appeal request is under review and will be republished after a final decision is made.

Who can submit a Component Appeal Request?

Only the participant's **Early Achievers primary point of contact** may request and submit a Component Appeal Request.

We recognize that the form being available only in English may be challenging for some participants. Participants who need help completing the form must provide one of the following:

- A completed and signed form from the participant, or

- Written authorization from the participant giving permission for a designated person to help complete the form.

What if I have a question about a component?

If you have questions about an Early Achievers component, contact your **Coach** or email the Cultivate Learning inbox cqel@uw.edu to get support from a **Community Liaison.**

For questions about **Professional Development and Training points calculated in MERIT**, contact the QRIS team at QRIS@dcyf.wa.gov