



Strengthen the Administrative Review Process

BACKGROUND

The Administrative Review process gives child care providers an opportunity to dispute certain findings or actions by DFPS Child Care Regulation (CCR) before those decisions are finalized. This recommendation for greater transparency and standardization would ensure providers receive clear notice of their rights, timely access to relevant evidence, a clear submission process, and a reasoned written decision. Deficiencies are publicly available and can influence parents' perceptions and child care choices, providers need a fair and transparent process to ensure that publicly reported findings are accurate and appropriately resolved.

This recommendation would strengthen Administrative Review protections by requiring CCR to provide providers with a plain-language notice of their rights and automatically provide the evidence underlying a disputed finding. It would toll the review deadline when required records have not been provided, establish a standardized written submission process, and require CCR to issue a reasoned written decision addressing the provider's principal arguments and the evidence considered.

PROPOSED POLICY RECOMMENDATIONS

CHILDREN AT RISK propose specific policy reforms for the 90th Texas Legislature: Strengthen the Administrative Review process to ensure child care providers have a fair, transparent opportunity to challenge deficiencies that can affect reimbursement rates and publicly reported quality and compliance record.

- **Increase Transparency in the Review Process**
 - Require CCR to provide providers with a plain-language notice of their rights before initiating an administrative review.
 - Require CCR to automatically provide the evidence underlying a disputed finding, rather than requiring providers to request it separately.
 - Adjust the review deadline when required records have not been provided to the provider.
- **Standardize the Review and Decision Process**
 - Establish a standardized written submission process for providers to submit evidence and arguments.
 - Require CCR to issue a reasoned written decision addressing the provider's principal arguments and the evidence considered.
 - Apply the process consistently across all child-care facilities and family homes subject to administrative review.

FOR QUESTIONS OR COMMENTS, PLEASE CONTACT:

Mandi Sheridan Kimball, Chief Government Relations Officer, 512.785.7132 or mkimball@childrenatrisk.org
Kim Kofron, Executive Director Early Childhood Education, 512.656.3797 or kkofron@childrenatrisk.org