Office of Child Care Request for a Findings Review

NOTE: This request must be submitted within 45 calendar days from the date of the complaint finding letter. Please use a separate request form for each findings letter that you would like reviewed.

Please complete the form and attach any additional information or documentation you would like to include in the request. Email to OCC.Findings.Review@ode.oregon.gov or mail your information to the Office of Child Care at: 700 Summer St NE, Salem, OR 97301, Attn: Findings Review, or fax your request to 503-947-1428 Attn: Findings Review. You may contact your licensing specialist, or call the Office of Child Care's Central Office in Salem at 1-800-556-6616 for the regional manager's contact information, or if you have any questions regarding the request.

Child Care Facility/Program Information

Facility Name: _____ **License #:** _____

Facility Physical Address: _____

Provider/Director Name: _____

Details of Request

1. What findings are you requesting to be reviewed? Include the Office of Child Care rule number.

   _____

   _____

2. What was the original finding? ☐ Valid ☐ Unable to Substantiate

3. Please explain what you are requesting the finding be changed to and why. If you need additional page(s), attach them to this form, and include any supporting documents.

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

Provider/Director Signature: _____ Date: _____

Please contact the Office of Child Care regional manager if you have a condition that prevents you from completing this form. You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.