

Negative Action Notification Letter Examples

To the license holder when recommending a negative action:

Pursuant to, Minnesota Rules, part 9543.0100, subpart 6, you are being notified that _____ County Human Services submitted a negative licensing action recommendation to the Commissioner of the Department of Human Services regarding your licensed FCC/AFC/CFC program on xx/xx/xxxx. DHS will review the recommendation and if a negative action is taken, you will receive notification in writing from DHS. If an action is not taken, I will contact you once that determination is made.

To the families/guardians when recommending a negative action:

Pursuant to Minnesota Rules, part 9543.0100, subpart 7 (A), you are being notified that _____ County Human Services submitted a negative licensing action recommendation to the Commissioner of the Department of Human Services regarding *providers name's* licensed FCC/AFC/CFC programs on xx/xx/xxxx. A subsequent notification will be provided to you based on the Commissioner's action in response to the recommendation.

To the families/guardians if DHS issues a negative action:

Pursuant to Minnesota Rules, part 9543.0100, subpart 7 (B), you are being notified that the Commissioner of the State of Minnesota had ordered XXXXXXXXXXXX because XXXXXXXXXXXX. While the license is under XXXXXX, the license holder may/may not XXXXXXXX. The license holder has appeal rights based on this action and the license holder was informed of his/her rights. You may request an explanation of the appeal process.

You may access a copy of the above-referenced order by accessing the Minnesota Department of Human Services Licensing Web Page at www.licensinglookup.dhs.state.mn.us.