

Legal Enforcement Process

Overview

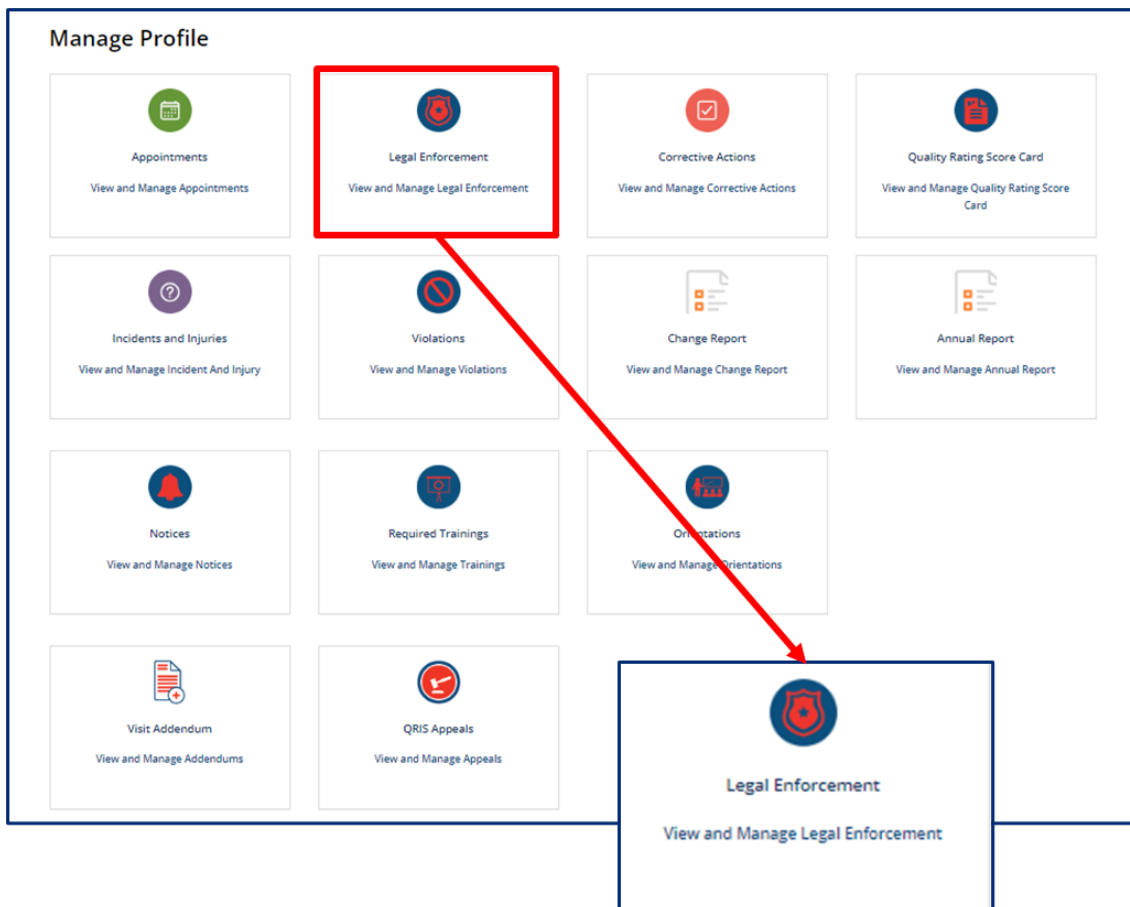
This Quick Reference Guide shows Providers how to view Legal Enforcement Actions in the Provider Portal.

Audience

Child Care and Adult Day Services Providers

Accessing the Legal Enforcement Screen

To access the **Legal Enforcement** screen, go to your Provider Portal **Dashboard**. There, select the **Legal Enforcement** button, located within the **Manage Profile** section.



Viewing a Legal Enforcement Action

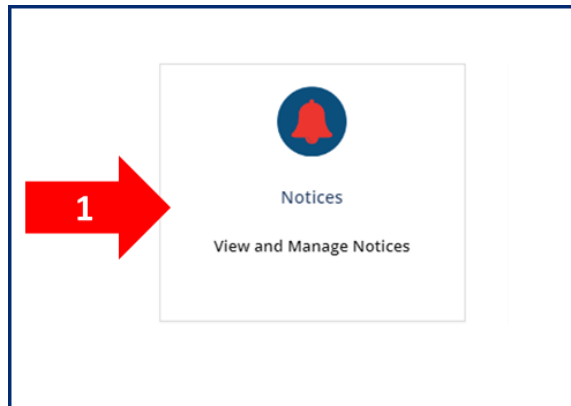
Legal enforcements created for your facility will appear on the **Legal Enforcement** screen.

LEGAL ENFORCEMENT			
LET ID	Legal Enforcement Type	Licensing Consultant	Action
LET20000248	Restricted License	Mary Smith	Appeal

Uploading a Parent Roster

Legal Enforcement notices contain the parent roster, also known as a parent signature sheet. You are required to collect signatures from parents/guardians as verification that they acknowledge the actions taken towards the facility.

1. You may upload the completed form using the Provider Portal. Click the **Notices** tile to begin.



2. Click **Upload Parent Roster** for the appropriate LET notice.

NOTICES

Notice Number	Provider	Notice Template	Created	Action	Parent Roster
NOT0024250	Today's Future Child Care Home	TNCC Notice LET Hearing Notice	09-28-2023 09:38 AM	Link to Box	
NOT0024249	Today's Future Child Care Home	TNCC Notice LET Civil Penalty Child Care	09-27-2023 02:38 PM	2	Upload Parent Roster
NOT0024239	Today's Future Child Care Home	TNCC Notice LET Hearing Notice	09-26-2023 03:04 PM	Link to Box	
NOT0024238	Today's Future Child Care Home	TNCC Notice LET Hearing Notice	09-26-2023 02:20 PM	Link to Box	
NOT0024234	Today's Future Child Care Home	TNCC Notice LET Hearing Notice	09-26-2023 12:57 PM	Link to Box	

Rows 1 - 5 of 30

3. Click **Add Document** and select the document from your files. Click **Submit** to upload the document.

NOT0024249

Notices

Notice Number

NOT0024249

*Notice Template

TNCC Notice LET Civil Penalty Child Care

Attachments

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ADD DOCUMENT SUBMIT

Your Regulatory Individual will now have access to your completed parent roster form. You do not need to email the form if you have submitted through the Provider Portal.

Appealing a Legal Enforcement Action

Legal Enforcement Tracking records allow for you to submit an appeal.

1. If you wish to appeal, click the **Appeal** button to begin an LET appeal.

LEGAL ENFORCEMENT

LET ID	Legal Enforcement Type	Licensing Consultant	Action
LET20000248	Restricted License	Mary Sm	1 Appeal

2. Complete the Appeal Legal Action Form. Click **Submit** when you are ready to submit the appeal.

APPEAL LEGAL ACTION

* Agency Name
Children's Learning Center

* Licensee

* Owner Name

* Agency Street Address

* Agency City

* Agency County

* Agency State

* Agency Zip

Attorney Name for Agency (if any)

* What are you appealing and why?

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SUBMIT