

South Carolina Department of Social Services  
SC Voucher Program  
**FAIR HEARING PROCESS**

If you disagree with the decision that resulted in the denial or termination of your SC Voucher Program services, you may request a fair hearing before the South Carolina Department of Social Services. If you wish to appeal, you must notify the Department of Social Services in writing, postmarked within 30 days of receiving a services denied notice or termination of services notice. Your notice of intent to appeal should be directed to:

**South Carolina Department of Social Services  
Individual and Provider Rights  
P.O. Box 1520  
Columbia, SC 29202-1520**

If you do not give the Department of Social Services notice of your intent to appeal within the 30-day period, you lose your right to challenge the denial or termination decision and it will become final.

**Note for Clients:**

If your child was terminated for excessive absences, you or your child care provider can submit doctor's excuses or other documentation to request a waiver of some or all of the absences. The documentation must include the client name and social security number, and the name of the child. All information must be sent to the address listed below **BEFORE** the date of your termination. Documentation to request absence waivers should be sent to:

South Carolina Department of Social Services  
SC Voucher Program  
P.O. Box 100160  
Columbia, SC 29202-3160