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March 29, 2017

Katherine Rubalcava
Catherine Barnhart
English Skills Learning Center
4444 South 700 East, Suite 100
Salt Lake City, Utah 84107

Re: WIOA AEFLA Funds Appeal

Dear Ms. Rubalcava and Ms. Barnhart:

Your appeal of the Board's determination disqualifying the English Skills Learning Center, "ESLC," from the WIOA AEFLA funds bidding process has been referred to me for hearing. The hearing on your appeal will be held on April 11, 2017, in Room 156 at the offices of the Utah State Board of Education, 250 East 500 South, Salt Lake City, Utah. You should check in with the receptionist upon arrival. The hearing will be held in accordance with 34 C.F.R. § 76.401 and the procedures for Informal Hearings under the Utah Administrative Procedures Act, Utah Code Ann. § 63G-4-203.

If the parties have evidence, legal authority, or other information they would like me to consider before the hearing, the parties should provide the information to me, with a copy to the other party, no later than April 7, 2017. It would be helpful to me as hearing officer to review any legal authority supporting the parties' positions prior to the hearing.

Under federal guidelines for these hearings, you have the right to be present and challenge the evidence in an orderly fashion before an impartial decision maker. While I am an employee of the State Board of Education, I do not work in the Student Advocacy Services Department and my only involvement in this case has been to assist in determining the proper procedures to conduct an appeal. I have no personal or financial interest in the outcome of this appeal. My review of this case will be independently made in accordance with applicable law.

If you or your representative are unable to attend the hearing at the scheduled date and time, please contact me immediately so that we can determine if good cause exists for rescheduling. Your failure or your representative's failure to appear at the date and time set for the hearing may constitute a waiver of your rights to contest your disqualification

ESLC
March 29, 2017
Page Two

If either party has questions or concerns about the hearing or hearing procedures, please email me at ben.rasmussen@schools.utah.gov. You should copy all parties on any future correspondence regarding this hearing.

Respectfully,

A handwritten signature in blue ink, appearing to read "Ben Rasmussen", is written over a light blue rectangular background.

Ben Rasmussen
Hearing Officer

cc: Mike Bell
Patty Norman
Marty Kelly