

**561—7.4(17A,455A) Appeal.****7.4(1) Time.**

*a.* Any order issued by the director of the department shall comply with the requirements established in Iowa Code section 455B.110 and may be appealed. The written notice of appeal of the order must be received by the director within 60 days of proper issuance of the order.

*b.* Any person appealing any other action by the department that is subject to appeal shall file a written notice of appeal within 60 days of the action, unless a shorter time period is specified by a particular statute or rule governing the subject matter of the action.

*c.* Unless otherwise stated in the order or notice provided, any written notice of appeal shall be filed with the director of the department, and a copy shall be sent to the legal services bureau chief.

**7.4(2) Content.** Each appeal shall contain:

*a.* The name and address of the appellant,

*b.* A description of the specific portion or portions of the agency action that are being appealed, and

*c.* A short and plain statement of the reasons the specific agency action is being appealed.

[ARC 5095C, IAB 7/15/20, effective 8/19/20]