**Section 1100.100 Provision of Information**

a) Rules of General Application

The Department maintains a compilation of its rules currently in force, as filed with the Secretary of State, in its central offices in Springfield and Chicago. The rules compilation is available for public inspection during regular working hours. The rules are also on file in the Cook County Law Library in Chicago. Copies of the rules compilation are available without charge to State agencies and officials. Other persons may obtain copies by paying a charge for mailing and publication costs. Requests should be directed to:

Deputy Director, Division of Programs and Services

316 South Second Street

Springfield, IL 62762

b) Operating Manuals

The Department's operating policies and procedures are contained in the Categorical Assistance Manuals (Aid to Families with Dependent Children and Aid to the Aged, Blind or Disabled), the General Assistance Manual, and the Food Stamp Manual. Current copies of these Manuals are maintained in each regional and local office of the Department, and are available for public inspection during regular working hours. Copies of individual pages of the Manuals are available upon request, without charge at regional and local offices. Persons may subscribe for the Manuals which are available for an annual fee which covers the cost of mailing and publication. Requests should be directed to:

Deputy Director, Division of Programs and Services

316 South Second Street

Springfield, IL 62762

c) Public Information

1) Information about programs administered by the Department is available without charge through the Office of Public Information in the following publications:

A) Annual Report;

B) Public Aid Code;

C) Illinois Consolidated Standard Plan;

D) Aid to Families with Dependent Children (in English and Spanish);

E) The Medical Assistance Program (in English and Spanish);

F) Help Your Children Stay Healthy--Use Medichek Services (in English and Spanish);

G) Food Stamps Help You Buy More Food, Pay Less Money (in English and Spanish);

H) The Right to Appeal and to Receive a Fair Hearing (in English and Spanish);

I) Public Aid and Civil Rights (in English and Spanish);

J) Child Support Enforcement Program (in English and Spanish);

K) Family Planning--Now, You Have a Choice (in English and Spanish);

L) Don't Be Turned Off (Utilities) (in English and Spanish);

M) Equal Employment Opportunity Is for Everybody (in English and Spanish);

N) WIN! (in English and Spanish);

O) State Supplemental Payments to the Aged, Blind, or Disabled;

P) Help Your Baby Stay Healthy--Use Medichek Services;

Q) Prepaid Health Plan;

R) Information for Responsible Relatives; and

S) People Want to Work (GA Job Placement Program).

2) Informational brochures shall be distributed by local office staff at the time of application for assistance and upon request. Explanation of the content of these pamphlets and associated programs shall be given, as requested.

3) Requests for statistical information involving caseloads and expenditures should be directed to the Office of Public Information.

Illinois Department of Public Aid

Chief, Office of Public Information

316 South Second Street

Springfield, IL 62762

4) The release of information regarding public aid applicants and recipients is governed by Sections 11-9 through 11-12 of the Illinois Public Aid Code (Ill. Rev. Stat. 1981, ch. 23, pars. 11-9 through 11-12).

5) All local offices shall maintain bound registers showing the names and addresses of all recipients in the local office jurisdiction who have received financial assistance or Aid to the Medically Indigent (AMI) during the preceding month and the amounts of financial assistance paid to these recipients during that month. These registers shall be available for public inspection during regular local office hours upon receipt of a signed certification under oath by the person reviewing the register that the information from these bound registers shall not be used for political, personal or commercial purposes.