**Section 1100.300 Department Organization and Functions**

a) Major Functions

An executive agency of State government, the Department administers programs of financial aid, social services, medical assistance, and food stamps through the administrative structure described in paragraph (b) of this Section. It is authorized to receive and disburse Federal and State funds made available for public assistance purposes, as well as funds made available through other sources.

b) Administrative Structure

1) Department programs are administered through headquarters offices in Chicago and Springfield, 8 regional offices, 101 county offices downstate, 23 district offices in Cook County, and several special offices throughout the State. The Department is headed by a Director and Assistant Director. Within the Office of the Director are located the Offices of Legal Affairs, headed by the General Counsel of the Department, and the Office of Public Information. The Assistant Director has primary responsibility for Community Relations, Welfare Services Committees, and programs assigned to the Special Units Office.

2) The major administrative units of the Department are as follows:

A) General Services Administration

Headed by the General Services Administrator, this administration consists of the bureaus and offices which supply organizational support, personnel, data processing, statistical analysis, and management planning services to the Department. In addition, all of the Department's fiscal activities are located in the General Services Administration within the Bureau of Fiscal Operations.

B) Policy and Planning Administration

Headed by the Policy and Planning Administrator, this administration is responsible for the planning and evaluation of agency programs and policies, for program development, for handling inquiries and complaints from the public at large, and for central administration of the Food Stamp Program.

C) Medical Assistance Program Administration

This Administration, through a Medical Assistance Program Administrator and several bureaus under his supervision, is responsible for claims processing, contact with providers, medical audit and utilization control activities, and general oversight of the Department's Medical Assistance Program.

D) Division of Social Services

The Division is headed by a Deputy Director for Social Services. It is responsible for coordination and supervision of the Department's Title XX of the Social Security Act services program, its self-support programs, and services provided directly by the Department

E) Division of Field Operations

The Division, under the guidance of the Chief Assistant to the Director for Field Operations, is responsible for supervision of local office program operations through regional offices, county department offices and district offices. In addition, in Cook County, the Division includes the Hospital Assistance District Office and the Cook County Hospital District Office.