**Section 1101.350 Appeal of a Denial**

a) A requestor whose request has been denied by the Department may appeal the denial to the Director of the Department. The notice of appeal shall be made in writing and sent to:

 Director of Department of Public Aid

 201 South Grand Avenue East

 Springfield, Illinois 62763-0002

 ATTN: FOIA Appeal

b) The notice of appeal shall include a copy of the original request, a copy of the denial received by the requestor, and a statement of the reasons why the appeal should be granted.

(Source: Amended at 25 Ill. Reg. 674, effective January 1, 2001)