**Section 280.230 Incomplete Complaint**

If the Department receives a complaint from an individual that complies substantially with Section 280.210 but is lacking an element that still must be provided, the Department may accept and docket the complaint as an incomplete complaint. The Department shall notify the complainant, in writing, of the elements that must be supplied. If the complainant is unavailable or unwilling, without good cause, to perfect the complaint within 30 calendar days, the Department may make a finding of a failure to cooperate or may deem there to be a waiver of all proceedings before the Director.