**Section 101.30 Payments to the account of service recipients**

a) All payments made for the services charges for present or former Department recipients in accordance with 59 Ill. Adm. Code 106 (Services Charges) shall be in the form of check, draft or money order made payable to the Illinois Department of Human Services.

b) Such payments shall be mailed to the Department of Human Services, Bureau of Cash Management, 100 South Grand Avenue East, Springfield IL 62762.

c) The facility resource unit supervisor shall accept payments for services charges for recipients in the form specified in subsection (a) of this Section. On receipt of such payment, the facility resource unit supervisor shall forward a reminder to the payer that any future payments must be made to the Bureau of Cash Management as indicated in subsection (b) of this Section.

d) If cash payment is offered for services charges for recipients to a facility resource unit supervisor or Department attorney, the payer shall be instructed to obtain a money order, bank draft or check and forward the same as indicated in subsection (b). The facility resource unit supervisor may accept cash payments when the payer indicates that he or she cannot obtain an instrument of payment due to age, infirmity, or handicapping condition. Such cash payments shall be deposited in the trust fund account of the recipient for whom the payment was made, with the name of the payer entered in the trust fund records, if other than that of the recipient. The payer shall be given a receipt for cash received, a copy of which the facility shall retain. The payer shall be requested to submit future payments in accordance with subsection (b).

e) Department attorneys may receive checks, drafts, or money orders as payment toward or for a judgment entered by a court for transmittal to the Bureau of Cash Management as indicated in subsection (b).

f) Department employees shall not accept payments made or offered to recipients' accounts for purposes or reasons other than those specified in this Section.

(Source: Amended at 23 Ill. Reg. 11118, effective August 24, 1999)