**Section 117.135 Preliminary application process**

a) The Department shall disseminate preliminary applications in English and Spanish annually to those individuals who may be eligible to participate in the programs described in this Part.

b) Applicants shall submit their completed preliminary applications to the Department, 405 Stratton Building, Springfield, IL 62765 annually by a date determined by the Department, but no later than July 31.

c) Preliminary application for the Home-Based Support Services Program, described in Subpart B (form DMHDD-1235), must be made by the individual or his or her guardian. Preliminary application for the Family Assistance Program, described in Subpart C (form DMHDD-1236), must be made by the child's parent. The applicant is responsible for providing complete and accurate information as specified in the application package and instructions (see Section 117.Appendix B, Illustrations A and B).

d) Individuals shall be chosen through a random selection process as described in Section 117.120. The number of individuals chosen to participate in these programs shall be contingent upon the availability of funds appropriated by the General Assembly for these purposes. The Department shall notify individuals in writing of their selection within 30 days after final approval of the application. In each year in which funds are available for expanded enrollment, the Department shall conduct a random selection process and select additional individuals for these programs.