**Section 590.345 Educational Loan Repayment Award Monitoring**

a) The agreement will be monitored throughout the agreement period. Components in the monitoring process include, but are not limited to, the agreement, the recipient's progress reports, and correspondence, e-mails and telephone calls concerning the agreement.

b) The recipient shall fully and promptly cooperate with the Department's efforts to monitor and verify compliance with the agreement, including providing supporting documentation. The recipient shall retain all records relating to the agreement until after all final reports have been submitted to, and reviewed by, the Department.

c) The recipient shall maintain records necessary to document compliance, take appropriate action to meet the stated objectives, and immediately notify the Department of any breaches of the agreement or of problems or concerns.

d) The recipient shall be subject to unannounced on-site visits by the Department during normal business hours.

e) The recipient shall provide, upon request, copies of all documents concerning the expenditure of educational loan repayment funds.

f) The Department will relay any questions and concerns regarding management of educational loan repayment funds to the recipient in writing. The recipient will be requested to respond in writing addressing the concerns.

g) If the Department finds evidence of financial mismanagement, the Department may terminate the agreement and take any appropriate or necessary action to recover educational loan repayment funds.

(Source: Amended at 47 Ill. Reg. 6528, effective April 27, 2023)