**Section 104.230 Notice, Service and Proof of Service**

a) The chief hearing officer and all parties to the proceedings shall be served all papers, notices and other documents filed by any party. Proof of such service upon all parties shall be filed with the chief hearing officer.

b) Final administrative decisions issued pursuant to these Rules as well as any notice which initiates administrative proceedings pursuant to these Rules and which states that the Department intends to recover money from a vendor, terminate or suspend a vendor's eligibility to participate in the Medical Assistance Program or terminate, suspend, or not renew a vendor's provider agreement, or deny a vendor's application for participation, must be served personally or by certified or registered mail upon the vendor or the vendor's agent appointed to receive service of process.

c) All other papers, notices and documents may be served personally or by deposit in the United States mail, properly addressed with postage prepaid, one copy to each party entitled thereto.

d) When any party or parties have appeared by attorney, service upon the attorney shall be deemed service upon the party or parties.

e) Proof of service of any paper shall be by certificate of attorney, affidavit or acknowledgement, or certified or registered mail return receipt.

f) Wherever notice or notification is indicated or required, it shall be effective upon the date of mailing to a vendor's or other party's business address, residence or last address on file with the Department.

g) In addition to the methods provided for in these rules, a vendor may be served in any manner permitted by law.

(Source: Amended at 13 Ill. Reg. 17013, effective October 16, 1989)