**Section 117.55 Submittal of Claims**

a) Vendor or reimbursement claims must be submitted on Department designated claim forms. The claim forms contain a certification statement that must not be altered. Claim forms must be legibly signed and dated in ink by the claimant. The Department will return without payment any claim form that is not properly signed, or that includes an altered certification statement.

b) Claims not submitted within 30 calendar days after the date of death of the decedent must be accompanied by a written statement explaining the reason for the delay.

c) If funds are available, valid late claims will be accepted in the order in which they are received.

d) Subject to appropriations, the Department may deny any claim that is not:

1) Submitted for the first time within 180 calendar days after the date of death of the decedent; or

2) Re-submitted within 90 calendar days after being returned for correction or completion.

(Source: Amended at 42 Ill. Reg. 7696, effective April 13, 2018)