**Section 230.430 Request for Appeal to the Department**

a) Timing of the Appeal

1) An older individual who is appealing the AAA's grievance response must submit an appeal within 60 calendar days after receiving the response.

2) All other appeals must be submitted within 15 calendar days after notice of adverse action.

b) All appeals to the Department shall be submitted to:

Office of General Counsel

Department on Aging

One Natural Resources Way

Springfield, Illinois 62702

c) The request for appeal shall contain the following information:

1) The name of the appellant, including email address, phone number, and mailing address;

2) The name of the authorized representative, if applicable, including email address, phone number, and mailing address;

3) A short statement of alleged facts that includes the adverse action and relevant dates; and

4) A short statement identifying the relief sought, explaining the reasons relief should be granted, and citing the authority relied upon.

(Source: Amended at 45 Ill. Reg. 10780, effective August 10, 2021)