**Section 337.100 How to Request a Service Appeal**

a) The appellant shall request a service appeal in writing within 45 calendar days after the date of notice unless the issue is the removal of a child or change of placement, then the appellant shall request a service appeal within 10 days from the clinical placement review decision. The appellant shall include in the request his or her name, address, and a statement of the intent to appeal. The appellant may also submit a general statement of the issues appealed and a brief written summary stating his or her position regarding the Department's decision, and may include additional information for the Department to consider as to why the Department should change its decision.

b) If the appellant wishes the services to remain unchanged during the time of the appeal, the appellant shall request an appeal in writing within ten calendar days after the date of notice.

c) The request for a service appeal must be in writing and shall be submitted to the Administrative Hearings Unit, Department of Children and Family Services, 406 E. Monroe Street, Springfield, Illinois 62701.

d) If the appellant is unable to request a service appeal in writing, the Department or provider agency shall provide assistance to ensure that the request is made in writing.

(Source: Amended at 26 Ill. Reg. 6246, effective June 1, 2002)