**Section 352.9 Rights of Appeal**

a) *When notified in writing by the Department of charges for services, the parent or guardian of the child's estate may appeal the assessed amount if he/she believes that the data used in determining the amount is inaccurate or incomplete.* A request for an appeal must be made in writing must be received by the Department within 30 days of the date of the notice of charges. *Additionally, parents or guardians may appeal the assessed charged at any time based upon changes in their circumstances which may subsequently affect the assessment.*

b) The written request from the parent or guardian of the estate shall include their name and address, names of those dependent on them for support, their specific grievance and other relevant information. In order to better understand the financial circumstances of the individual requesting relief the individual may provide, or the Department may request, additional information and supporting data including but not limited to tax returns, savings account passbooks, current rental or mortgage payments, monthly expenditures for purchase of necessary living items and extraordinary expenditures such as medical, dental or insurance costs. On the basis of the request and supporting information provided, the Department may make an exparte correction for error or adjustment to reduce the assessed liability retroactively to the appropriate date and adjust any amount in arrears to meet the grievances presented in the request.

(Source: Amended at 9 Ill. Reg. 2247, effective February 15, 1985)