**Section 383.25 Monitoring Visits to Licensed Facilities**

a) Licensing representatives of the Department or supervising agency shall visit the program or facility for the purpose of determining its continued compliance with the Child Care Act and licensing standards. Monitoring visits may be announced or unannounced during the hours of operation, whether or not children are currently present or in care.

b) Monitoring visits for all licensed foster homes shall be conducted at least twice each calendar year by a representative of the supervising agency, and more frequently when conditions in the home warrant.

c) All types of licensed child care facilities other than foster homes shall be monitored by an authorized licensing representative at least once annually and more frequently when conditions in the facility warrant. Foster homes shall be monitored by an authorized licensing representative at least semiannually.

d) Any facility permit shall be monitored by an authorized licensing representative a minimum of once per month.

e) The licensing representative shall document observations made during the monitoring visit. The licensing representative shall notify the licensee or permit holder, in writing, of any substantiated violations and required follow-up actions.

(Source: Amended at 42 Ill. Reg. 8197, effective June 1, 2018)