**Section 401.145 Renewal Application Under Deemed Status**

a) A child welfare agency in deemed status doing business with the Department shall submit to the Department:

1) Signed and completed renewal application on forms provided by the Department;

2) Written description of any change in the agency's corporate exempt status, charitable trust registration, and range of services provided;

3) List of current employees, including the Executive Director;

4) List of current board members, including their names, home phone numbers, and addresses;

5) List of all child care facilities supervised by the agency, including licensed and unlicensed foster family and day care homes, and all branch offices operated by the agency;

6) Copy of any Corrective Plan currently in place;

7) Copy of information submitted by the agency to the Council on Accreditation, including:

A) Results of/information about the agency's consumer surveys;

B) Information regarding any "hold" on the agency's intake placed by the Council on Accreditation for Children and Family Services (Council on Accreditation), including: was the hold for any part of the current license sequence; was the agency on hold at the time of renewal; reason for the hold and duration of the hold status; and

C) Copy of the most recent Annual Maintenance of Accreditation Report the agency filed with the Council on Accreditation;

8) Copy of letter the agency has from the Council on Accreditation showing that the agency is fully accredited.

b) The Department shall obtain the following information from other sources about the agency in deemed status that is doing business with the Department:

1) Results of agency's financial audit and any documented financial problems;

2) Number of indicated child abuse/neglect investigations and licensing complaint investigations involving homes and/or facilities supervised by the agency;

3) Council on Accreditation confirmation that the agency is fully accredited and in good standing; and

4) Confirm the hold information provided by the agency with the Agency Performance Team.

c) Agencies not doing business with the Department shall submit to the Department:

1) Signed and completed renewal application on a form provided by the Department;

2) Written description of any change (if applicable) in the agency's corporate exempt status, charitable trust status and range of services provided;

3) List of current employees, including the Executive Director;

4) List of current board members, including their names, home phone numbers and addresses;

5) List of all child care facilities supervised by the agency, including licensed and unlicensed foster family and day care homes;

6) Copy of information the agency submitted to the Council on Accreditation regarding results of/information about the agency's consumer surveys;

7) Copy of the last Annual Maintenance of Accreditation Report the agency filed with the Council on Accreditation;

8) Copy of letter the agency has from the Council on Accreditation showing that the agency is fully accredited; and

9) Copy of most recent audit.

d) The Department shall obtain the following information from other sources about the agency in deemed status that is not doing business with the Department:

1) Number of indicated child abuse/neglect investigations and licensing complaint investigations involving homes and/or facilities supervised by the agency; and

2) Confirm with the Council on Accreditation that the agency is fully accredited and in good standing.

(Source: Added at 27 Ill. Reg. 494, effective January 15, 2003)