**Section 401.APPENDIX B Requirements for Operation of Branch Offices**

A multi-site child welfare agency may operate branch offices. The headquarters of the child welfare agency may delegate authority, in accordance with the requirements of this Appendix B, to the branch offices to receive licensing applications from foster family and day care home applicants and make recommendations for licensure directly to the Department. The child welfare agency headquarters authorization of delegation of licensing authority to the branch office must be in writing, signed by the authorized representative of the governing body of the child welfare agency, and must include the following:

• the name of the administrative staff person primarily responsible for the day-to-day operation of the branch office; and

• the address, phone number and office hours for the branch office; and

• the names of the staff persons in the branch office who have passed the licensing examinations required by the Child Care Act of 1969, thus qualifying them to conduct license studies and recommend applicants for licensure, and the types of facilities which they are qualified to examine.

The written delegation of authority to operate a branch office which processes licensing applications must be filed with the Central Office of Licensing, 406 East Monroe Street, Station #60, Springfield, Illinois 62701. If the child welfare agency is fully licensed in good standing and the branch office has sufficient qualified staff who have passed the licensing examinations for the types of facilities to be licensed by the branch office of the child welfare agency, the Central Office of Licensing shall approve the operation of the branch office for the recommendation of foster family and day care home licenses.

Any and all enforcement actions (orders for compliance, license revocation, conditional license, provisional license, etc.) will be handled through the child welfare agency headquarters with a copy to the branch office of the child welfare agency.

(Source: Added at 22 Ill. Reg. 10329, effective May 26, 1998)