**Section 403.4 Application for License**

a) Only a duly licensed child welfare agency may file an application for a group home license.

b) For the application to be considered complete, the following items shall be attached to the application:

1) staffing plan, including job descriptions and qualifications of staff;

2) program plan;

3) operating budget; and

4) a list of persons subject to the background check requirements of 89 Ill. Adm. Code 385, Background Checks, and each person's complete, signed authorization to conduct the background check.

c) A new application shall be filed:

1) when an application for a license has been withdrawn, and the agency seeks to reapply; or

2) when there is a change in:

A) the name of the licensee;

B) the address of the group home;

C) the supervising agency; or

3) not sooner than 12 months after the Department has revoked or refused to renew a license, and a new license is sought.

d) A new application may be submitted at any time when a license, permit or application has been voluntarily surrendered or withdrawn by the applicant.

(Source: Amended at 21 Ill. Reg. 4587, effective April 1, 1997)