**Section 408.55 Substitutes**

a) A substitute caregiver may be used in the home up to 25 child care hours per month and for an additional period not to exceed 2 weeks in a 12 month period. The supervising agency may approve additional time for family emergencies, medical reasons, and continuing education when the substitute to be used during these periods meets the qualifications in Section 408.45. The substitute caregiver's work time shall be documented.

b) A substitute caregiver shall be at least 21 years of age.

c) A person who functions as a substitute caregiver on a regular or scheduled basis shall meet the requirements of Sections 408.35 and 408.40.

d) The parents of children in care and the Department shall be notified of any substitution which occurs on a regular or scheduled basis or where in the caregiver is absent from the home for more than 24 consecutive hours during which children are in care.

e) The caregiver shall have on file the names, addresses, and telephone numbers of additional adults who would be available to assist in the home in an emergency.

f) The caregiver shall have a plan worked out and understood by the parents in case the caregiver is ill or absent from the home due to an emergency.

(Source: Amended at 27 Ill. Reg. 19232, effective December 15, 2003)