**Section 437.60 Requirements of the Illinois Governmental Ethics Act**

a) Employees who are receiving remuneration for services as State employees of the Department and who are identified by the Department as meeting the criteria set forth in Article 4A of the Illinois Governmental Ethics Act [5 ILCS 420] are required to file a yearly statement disclosing their economic interests. The Department Director's Office, in cooperation with the DCFS Ethics Officer and the Office of Employee Services, will contact employees instructing them to complete the Statement of Economic Interest when they:

1) *are, or function as, the head of a department, commission, board, division, bureau, authority or other administrative unit within the government of this State, or who exercise similar authority within the government of this State;*

2) *have direct supervisory authority over, or direct responsibility for, the formulation, negotiation, issuance or execution of contracts entered into by the State in the amount of $5,000 or more;*

3) *have authority for the issuance or promulgation of rules and regulations within areas under the authority of the State;*

4) *have authority for the approval of professional licenses;*

5) *have responsibility with respect to the financial inspection of regulated nongovernmental entities;*

6) *adjudicate, arbitrate, or decide any judicial or administrative proceeding, or review the adjudication, arbitration or decision of any judicial or administrative proceeding, within the authority of the State; or*

7) *have supervisory responsibility for 20 or more employees of the State.* (Section 4A-101 of the Act)

b) Employees affected by the Act will be notified by mail from the Secretary of State's Index Department regarding the requirement to file a Statement of Economic Interest. Any employee who is required to file a Statement of Economic Interest must timely submit his or her original Statement to the DCFS Ethics Officer who will then file it with the Secretary of State by the statutorily imposed due date. Any employee who fails to file his or her Statement of Economic Interest with the DCFS Ethics Officer by the date required may be subject to discipline or other penalties for late filing. Employees whose forms are not filed timely with the Secretary of State will be subject to fines imposed by the Secretary of State. Failure to file may result in fines and penalties up to and including discharge.

c) Any employee who willfully files a false or incomplete Statement of Economic Interest shall be guilty of a Class A misdemeanor.

(Source: Amended at 44 Ill. Reg. 16418, effective September 28, 2020)