**Section 557.60 Application for Services by DHS-DRS Employees, Individuals Holding Contracts with DHS-DRS, DHS-DRS Advisory Council Members, Family Members of DHS-DRS Employees or Close Friends of DHS-DRS Employees**

a) At any time a DHS-DRS employee, an individual holding a contract with DHS-DRS, a DHS-DRS Advisory Council member, a family member of a DHS-DRS employee, or a close friend of a DHS-DRS employee applies for services from DHS-DRS and it is brought to the attention of the employee, the employee must notify the supervisor who shall notify the appropriate Bureau Chief or designee in writing.

b) After review of the situation, the Bureau Chief shall make assignment of the case to an appropriate staff member to ensure propriety of services.

c) For the purpose of this Section, "family member" shall mean spouse, sibling, child, parent, parent-in-law, sibling-in-law, or any other blood relative who resides in the household of the employee or employee's spouse.

d) For the purpose of this Section, "close friend" shall mean any individual who has such a relationship with the employee that would cause a conflict of interest or the appearance of impropriety.

e) Any employee who knows of or suspects that services to another DHS-DRS employee, individual who holds a contract with DHS-DRS, DHS-DRS Advisory Council member, family member of a DHS-DRS employee, or close friend of a DHS-DRS employee has not been reported as required in subsection (a) above shall report the situation to his/her immediate supervisor. The immediate supervisor must investigate the situation and take appropriate action. Appropriate action may include reassignment of the case and discipline of the employee violating these requirements if there is evidence the employee knew the individual to be an individual described in subsection (a) above and failed to report the situation.

(Source: Amended at 30 Ill. Reg. 7758, effective April 6, 2006)