**Section 676.140 Application by DHS-ORS Employees, Individuals Holding Contracts with DHS-ORS**, **DHS-ORS Advisory Council Members, Family Members of DHS-ORS Employees, or Close Friends of DHS-ORS Employees**

a) At any time a DHS-ORS employee, an individual holding a contract with DHS-ORS, a DHS-ORS Advisory Council member, a family member of a DHS-ORS employee, or a close friend of a DHS-ORS employee applies for services from DHS-ORS, and it is brought to the attention of the counselor, the counselor must notify his/her supervisor who shall notify the Home Services Administration in writing.

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

c) For the purposes 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-ORS employee, individual who holds a contract with DHS-ORS, DHS-ORS Advisory Council member, family member of a DHS-ORS employee, or close friend of a DHS-ORS employee have 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 23 Ill. Reg. 6445, effective May 17, 1999)