**Section 270.20 Application for Reimbursement**

An emergency response agency requesting reimbursement shall meet the following criteria:

a) The emergency response agency must attempt to contact the responsible party in writing for reimbursement prior to applying for reimbursement from the Fund.

b) If, 14 days after the date the notification was mailed to the responsible party, the emergency response agency has not been reimbursed by the responsible party, or the responsible party is not expeditiously cooperating or providing a reasonable effort to reimburse an emergency response agency, or if no responsible party can be identified, the emergency response agency with jurisdiction over the location of the incident requiring emergency action may apply for reimbursement by submitting the following information to OSFM:

1) The Application for Reimbursement form prescribed by OSFM in Appendix A.

A) Only one Application for Reimbursement may be filed per incident by the emergency response agency with jurisdiction over the location of the incident requiring emergency action and reimbursement is limited to the amount specified in Section 270.30(e). The application may be amended by the applicant, if necessary, to add additional eligible costs incurred or discovered after submission of the application to OSFM.

B) Reimbursement costs for separate incidents may not be filed on the same form.

C) An emergency response agency with jurisdiction over the location of the incident requiring emergency action may apply for reimbursement of eligible costs incurred by other emergency response agencies in responding to the same incident if the emergency response agencies have entered into a written mutual aid agreement.

2) No later than 90 days after the date of the incident, the Application for Reimbursement form and documentation required by Appendix A and these regulations shall be submitted to OSFM at 1035 Stevenson Drive, Springfield, Illinois 62703-4259.

c) Applications for reimbursement will not be processed if received more than 90 days after the incident.

(Source: Amended at 40 Ill. Reg. 12790, effective August 18, 2016)