**Section 382.8 Department Responsibilities**

a) The Director of the Department of Children and Family Services shall designate staff to serve as the Department's liaison in working with license-exempt agencies.

b) The Department shall:

1) furnish agencies with copies of laws, standards and other related rules, licensing forms and instructions, and information pertaining to licensure in Illinois;

2) process licenses for family homes under the jurisdiction of the agency and maintain records of all such licenses issued by the Department;

3) notify the applicant, with a copy of the notification to the supervising agency, if a license cannot be issued and the reasons it cannot be issued;

4) communicate with representatives of the agency on problems involving the licensing of any of its homes;

5) be accessible to the agency's designated representative for consultation about the licensing standards, the licensing process or the joint agreements; and

6) determine that the agency continues to be eligible to seek licenses for and to supervise and place children in family homes in Illinois.