**Section 383.85 Notice of Intent to Revoke, Refuse to Renew, or Refuse to Issue Full License**

a) The Department shall provide written notice to a licensee or permit holder regarding the intent to revoke the licensee's or permitholder's license, to refuse to renew the license, or to refuse to issue a full license to a permit holder. The notice shall be hand delivered with a certificate of delivery or sent by certified mail, return receipt requested, to the licensee or permit holder.

b) The notice shall include:

1) a concise and direct statement of factors that are the basis for the Department's action;

2) the right of the licensee or permit holder to request an administrative hearing; and

3) the statement that a written request for an administrative hearing be submitted to and received by the Administrative Hearings Unit within 10 days from the postmark date of the notice. The request for administrative hearing must be hand-delivered, mailed or faxed to:

DCFS Administrative Hearings Unit

406 East Monroe, Station 15

Springfield, Illinois 62701

Fax: 217/557-4652.

c) When the Department has issued an administrative order of closure to a permit holder or licensee and a subsequent notice has been sent regarding the intent to revoke or refuse to renew the license or to refuse to issue a full license following a permit, the licensee or permit holder may request that a hearing be scheduled within 21 days.

d) If the licensee or permit holder does not request an administrative hearing within the time frame set forth in this Section, or if the Department determines, upon holding an administrative hearing pursuant to Subpart C, that the license should be revoked or the renewal or full license denied, then the license shall be revoked or the renewal or full license shall be denied.

(Source: Amended at 42 Ill. Reg. 8197, effective June 1, 2018)