**Section 409.60 Application for Renewal of Youth Transitional Housing Program License**

a) The Department shall mail the application forms for renewal of a program license to the agency or organization responsible for the YTHP 6 months prior to the expiration of the YTHP license.

b) To be considered a timely and sufficient application, the agency or organization shall submit the completed application to the Department at least 3 months prior to the expiration of the YTHP license.

c) Upon receipt of the application for license renewal, the Department shall conduct a license study that will include, but is not limited to, on-site visits, a review of the records, interviews, and safety clearances in order to determine whether the YTHP continues to meet licensing standards. The written licensing study shall be reviewed and signed by the licensing supervisor and the licensing representative performing the study.

d) *When a licensee has made timely and sufficient application for renewal of a license and the Department fails to render a decision prior to the expiration date of the license, the existing license shall continue in full force and effect for up to 30 days or until the final Department decision has been made. The Department may further extend the period in which the decision must be made in individual cases up to 30 days, if good cause is shown.* [225 ILCS 10/5(d)] "Good cause" includes, but is not limited to, staff shortages or failure by the Department to mail the renewal application in a timely manner.