**Section 410.50 Application for Renewal of License**

a) The Department shall mail the application forms for renewal of a license to the supervising individual or organization responsible for the emergency shelter six months before the expiration of the emergency shelter license.

b) To be considered a timely and sufficient application, the supervising individual or organization shall submit the completed application to the Department at least three months before the date of the expiration of the emergency shelter license.

c) Upon receipt of the application for license renewal, the Department shall conduct a license study which will include but is not limited to on-site visits, a review of records, interviews, and safety clearances in order to determine whether the emergency shelter 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 thirty (30) days until the final Department decision has been made. The Department may further extend the period in which such decision must be made in individual cases for up to 30 days, if good cause is shown. "Good cause" includes but is not limited to staff shortages.