**Section 411.45 Application for License**

a) Upon request, the Department shall issue an application for a license to operate a secure child care facility to a qualified applicant, as defined in this Part. The application for license or the renewal of a license shall be completed and signed by the governing body of the facility or its authorized representatives on forms prescribed and furnished by the Department.

b) The application shall include the following:

1) Articles of incorporation and bylaws, certification that the facility's corporate status is in good standing with the Illinois Secretary of State and a statement of whether the facility is for profit or not-for-profit. If the facility is not-for-profit, the facility shall submit proof of its not-for-profit status with the Internal Revenue Service and charitable status with the Illinois Attorney General.

2) A statement of purpose and range of services, including the types of child care services provided or to be provided, and a general description of the type of security arrangements established or to be established.

3) A copy of the current child care institution license issued by the Department of Children and Family Services pursuant to 89 Ill. Adm. Code 404 (Licensing Standards for Child Care Institutions and Maternity Centers).

4) The names and addresses of current officers and board members and a list of the committees of the governing body.

5) Annual current operating budget and projected budget showing anticipated expenses and income for the first two years of operation, including a listing of all current and projected sources of income.

6) A facility site plan of the proposed site in which the specific use of each building and the specific floor plan showing each room to be used for secure child care is identified and an explanation of the facility locking, lighting, and communication features. All secure doors, windows, and perimeter structures, including any fencing and gates, shall be shown. The secure child care facility shall submit an architectural statement that the site plan complies with the Americans with Disabilities Act of 1990 (42 USC 12101) and with the regulations implementing Title I and Title II of that Act.

7) The program plan for secure child care.

8) The staffing plan for the secure child care program that provides for continuous supervision, active treatment services, and security for children and youth residing in the facility and that includes the number of staff, their minimum qualifications, pre-service orientation and on-going training for staff, and complete job descriptions and job titles.

9) A description of the quality assurance mechanism for the services provided within the secure child care program.

10) A list of persons subject to the background check requirements of 89 Ill. Adm. Code 385 (Background Checks) and each person's complete, signed authorization to conduct the background check.

11) Documentation of accreditation by one or more of the following nationally recognized accrediting organizations:

A) Council on Accreditation of Services for Families and Children (COA), 120 Wall Street, 11th Floor, New York, New York 10005.

B) Joint Commission on Accreditation of Healthcare Organizations (JCAHO), One Renaissance Boulevard, Oakbrook Terrace, Illinois 60181.

C) The Rehabilitation Accreditation Commission (CARF), 4891 East Grant Road, Tucson, Arizona 85712.

Documentation of current accreditation status shall be achieved by submission by the secure child care facility to the Department of a certificate of accreditation and the most recent accreditation report, and a letter from the accrediting organization (see definition of "Qualified Applicant"), dated within 30 days prior to the date of the application for licensure, stating that the secure child care facility is in good standing with the organization.

12) Documentation of certification as a provider under 59 Ill. Adm. Code 132 (Medicaid Community Mental Health Services Program) and a Department of Public Aid Medicaid provider enrollment number.

13) Written notification from the Department that the results of profiling indicate the applicant to be qualified to serve seriously emotionally disturbed or mentally ill children and youth requiring treatment in a secure setting.

14) Written notification from the Department stating that the degree of need study supports issuance of a secure child care facility license in the Child and Adolescent Local Area Network or region of the Department where the applicant is located and the number of beds for which the degree of need exists in that Child and Adolescent Local Area Network or region of the Department.

c) A new application shall be filed when:

1) an application for a secure child care facility license has been withdrawn with Department approval before a decision was made on the application and the applicant seeks to reapply; or

2) the applicant had been licensed previously as a secure child care facility, but voluntarily surrendered the license, and any waiting period agreed to when the voluntary surrender was accepted has expired; or

3) the applicant had been licensed as a secure child care facility, but the Department revoked or refused to renew the license and the requirements of subsection (e) of this Section have been fulfilled.

d) A new application may be submitted at any time when a secure child care facility license or application has been voluntarily surrendered or withdrawn by the applicant with Department approval unless the applicant has signed an agreement with the Department not to reapply for a license for a specified period of time or has been requested to enter into an agreement with the Department not to reapply for a license but declined to do so within 1 year after the request. Once an investigation of the facility has been commenced by the Department's licensing or child protection units, the Department's Office of the Inspector General, a federal or State agency, or a governmental entity, the license may be voluntarily surrendered only with the signed written agreement of the regional licensing administrator on the form prescribed in Appendix C.

e) If the Department has refused to renew a license, or has revoked a license, the facility may not reapply for a license before the expiration of 12 months after the Department's action.

f) If the applicant's mailing address, but not the physical location, changes the Department shall be notified immediately, but no later than ten days after the change.

g) A current, 24 hour access telephone number and, if available, a fax number shall be provided to the Department.