**Section 800.180 Disposition of Potential Deficiencies or Violations Concerning Licensees**

a) Within 15 business days after completion of the investigation, the Department shall make a formal finding determining whether there were violations of licensing procedures or standards or federal, State, or local laws.

b) Within five calendar days after the Department makes a formal finding of violation, a letter shall be sent by registered mail, return receipt requested, to the licensee summarizing the findings.

c) The letter shall:

1) Cite the laws or licensing procedures or standards violated;

2) Notify the licensee that within ten days after the receipt of the letter the licensee may send a written request to the Licensing Administrator requesting an informal review of the decision; and

3) Notify the licensee that failure to correct the violations may result in revocation of the license or refusal to renew a license.

d) If a request for informal review of the Department's findings is granted by the Licensing Administrator and the licensee indicates a willingness to correct the violations, a time period for compliance may be allowed as determined by the Licensing Administrator. When a time period is granted, a registered letter of notice shall be sent to the licensee specifying the time period granted to correct the violations that shall begin upon the licensee's receipt of the registered mail. A licensing representative may make unannounced on-site visits to determine whether the identified violations have been corrected within the time period permitted for compliance.

e) If, at the conclusion of the period of time granted the licensee for correction of the findings, the licensee has failed to correct the identified violations or, if no time period for compliance was authorized, the Department shall proceed to revoke or refuse to renew the license in accordance with Section 800.200.

f) If threats exist to the health, safety, or welfare of the sex offenders served or to the facility security systems or protocols, suspension or termination of the license may immediately result.