**Section 405.4 Application for License**

a) The application for license shall be completed by the officers of the governing body of the day care agency, or its authorized representative, on forms prescribed and furnished by the Department.

b) For the application to be considered complete, the following shall be attached to the application:

1) Articles of incorporation and by-laws, indicating that the agency's corporate status is in good standing with the Illinois Secretary of State;

2) Statement of purpose(s) and policies as required by Section 405.8(c)(6);

3) List of officers, board members and committees of the governing body;

4) Three personal references for each member of the governing body attesting to their character, reputation, and ability to assume responsibility for the administrative services to be offered by the day care agency;

5) Annual operating budget showing anticipated expenses and income;

6) Staffing plan which includes job descriptions and the qualifications of the staff; and

7) 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.

c) The license shall be issued when the standards prescribed by this Part have been met. Upon receipt of an application for a license, the Department shall conduct a license study in order to determine that the day care agency meets licensing standards. The licensing study shall be in writing and shall be reviewed and signed by the licensing supervisor and the licensing representative performing the study. The applicant shall receive a copy of the license study upon written request and payment of copying costs.

d) A new application shall be filed:

1) When an application for license has been withdrawn, and the agency seeks to reapply;

2) When there is a change of address of the day care agency;

3) When there is a change of name, ownership or corporate status of the agency; or

4) Not sooner than 12 months after the Department has revoked or refused to renew a license, and a new license is sought.

(Source: Amended at 21 Ill. Reg. 4513, effective April 1, 1997)