**Section 130.50 Application Format**

a) The Department will make application materials available on its website. The submission of an application does not commit the Department to award assistance or to pay any costs incurred by the applicant in the preparation of an application.

b) All applications must be submitted electronically in a secure format to the Department following the instructions provided by the Department. The application shall include, at a minimum:

1) The name, address, email, and telephone number of the employer; key contact person name and title; and company tax ID, such as Federal Employer Identification Number (FEIN) or Social Security Number (SSN).

2) The qualified employer's assertion that they meet the criteria as a recovery-supportive workplace.

3) The name of each eligible individual employee; the date each employee was hired; and the number of hours worked by the eligible employee since they were hired.

4) Any other provisions or information that the Department determines to be necessary to facilitate the Department's processing or evaluation of the application.

c) The applicant is responsible for the accuracy of all data, information, and documentation submitted to the Department.

d) The Department will not permit public inspection or copying of any material that is or would be confidential under State law, specifically including the exemptions set forth in the Freedom of Information Act [5 ILCS 140]. If an applicant submits information it considers to be of a confidential nature as part of its application or request for a tax credit certificate, such information shall be marked or labeled "CONFIDENTIAL" in capital letters. The applicant shall also submit a statement briefly setting forth the grounds on which the information should be treated as confidential. Should the Department determine, at its sole discretion, the propriety nature of the material and privacy of the applicant's confidential information, the Department shall not disclose the materials to the public.

e) *Any individual or patient-specific information collected by the Department or the Department of Revenue shall not be subject to public disclosure or Freedom of Information Act requests.* [35 ILCS 50/3-15(i)]