**Section 1200.30 Application Process: General**

a) General

1) An application shall be submitted by an LRA.

2) An application is a signed request for DSCC Program benefits in a form approved by DSCC that has been completed to the best of the LRA's knowledge and belief.

3) Applications are available at DSCC offices or online at http://dscc.uic.

edu/how-we-help/how-to-apply/.

4) An LRA may apply for Program benefits using any of the following methods:

A) Submitting an application at a DSCC office in person;

B) Sending an application to a DSCC office via mail (U.S. Postal Service or private third party carrier);

C) For care coordination service, online at http://dscc.uic.edu/how-we-help/how-to-apply/; or

D) Additional methods that DSCC may establish.

5) Applications shall be completed in accordance with instructions given by DSCC in any form approved by DSCC.

6) A list of DSCC offices is available at http://dscc.uic.edu/find-an-office/.

7) The LRA may be assisted by DSCC or by an individual of the LRA's choice in completing an application.

b) Reapplication

When an application is not accepted or not processed, or when a recipient child has been terminated from the Program and when DSCC Program benefits are still desired, the LRA must reapply by submitting a new application in compliance with this Part. The LRA may reapply at any time.

c) Good Cause Shown

DSCC may waive the requirements of this Section for good cause shown.