650 Public Information

== 650.1 Press Inquiries

When representatives of the news media request information on departmental programs, services or actions, you must tell your supervisor of the request. Supervisors are responsible for contacting the HFS designated Public Information Officer before giving out any information.

== 650.2 Freedom of Information Act (FOIA)

Any request for information filed under the Freedom of Information Act (FOIA), including a FOIA request from a representative of the news media, must be forwarded immediately to the department's FOIA Officer. If you are uncertain whether a request is a FOIA request, contact the FOIA Officer immediately. The FOIA Officer will advise you of the appropriate steps to take. You can locate the current FOIA Officer by searching for that title using the Infonet search window.

650.3 Elected Officials

When contacted by a member of the Illinois General Assembly, General Assembly staff or a Congressional office for information on departmental programs, services or actions, you must tell your supervisor of the request. Supervisors are responsible for making a determination of whether the request is of an unexceptional nature; if this is the case, the supervisor may respond or authorize you to respond. The Office of Legislative Affairs should be informed of the contact, what transpired and whether further follow-up is required.

Supervisors are responsible for contacting the Office of Legislative Affairs before giving out any information on requests of an exceptional nature. Requests that concern legislation or bills pending in the General Assembly should always be considered exceptional.