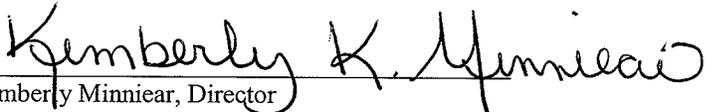


**Children's Special Health Care Services
Administrative Policy Manual**

Eligibility – Closure Policy #B5a



Kimberly Minniear, Director
Children's Special Health Care Services (CSHCS)

9/10/10
Date

Effective Date: As of signed date
Revision reason: New Policy

Title: **Closure, because of the voluntary withdrawal of Applicant/Participant**

Purpose: To close a pended application or active case when the applicant/participant, their family, or guardian notifies the CSHCS program of their decision to withdraw their application or cease participation in the CSHCS program.

Rule References:

410 IAC 3.2-2-6(e)(1) – County department responsibilities in application processing

410 IAC 3.2-3-1(b)(10) – Re-evaluation of eligibility and criteria for closure

Policy: Upon a request from the applicant/parent/guardian to withdraw their application or a CSHCS participant/parent/guardian to cease their participation in the CSHCS program, the application shall be denied or the active case shall be closed.