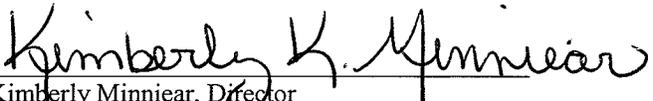


**Children's Special Health Care Services
Administrative Policy Manual**

Eligibility – Closure Policy #B-5b


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

9/10/10
Date

Effective Date: As of signed date

Revision reason: Clarify to enable fair, objective, and consistent administration

Title: **Closure when location of family or participant is unknown.**

Purpose: To close an application or active case when the location of the applicant/participant is unknown

Rule References:

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

410 IAC 3.2-3-1(b)(4) – Re-evaluation of eligibility and criteria for closure

Policy: Upon the inability to contact the applicant/participant, their family or guardian by US mail and telephone, the CSHCS program shall deny the application or close the active case.