

# Children's Special Health Care Services Administrative Policy Manual

## Eligibility – Closure Policy #B-5b



Title: Director,  
Children's Special Health Care Services (CSHCS)

**Latest Revision Date:** May 23, 2019  
**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

**Rules 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.