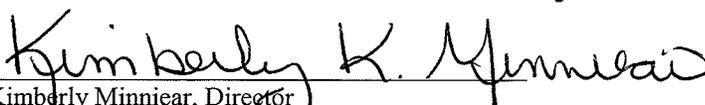


**Children's Special Health Care Services
Administrative Policy Manual**

Eligibility – Closure Policy #B-5e



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 for failure or refusal to apply for or cooperate in the processing of an application for Medicaid

Purpose: To deny an application or close an active case when the applicant/participant, their family, or guardian fails or refuses to apply or cooperate in the processing of an application for Medicaid, refuses to participate in Medicaid or withdraws from Medicaid.

Rule References:

410 IAC 3.2-2-4 – Application process and enrollment in the Medicaid program

410 IAC 3.2-2-6(e)(5) – County department responsibilities in application process

Policy: Upon the determination that the applicant/participant, their family, or guardian failed or refused to apply or cooperate in the processing of an application for Medicaid, CSHCS shall deny the application or close the active case.

Upon first determining that an applicant/participant has refused to participate in Medicaid or disenrolled from Medicaid, unless the applicant/participant is exempt from enrolling, because they have filed an IRS Form 4029, *Application for Exemption from Social Security and Medicare Taxes and Waiver of Benefits*, or is a participant who is grandfathered, or is a participant who would be required to pay a Medicaid premium, CSHCS shall notify the family/guardian by letter that: