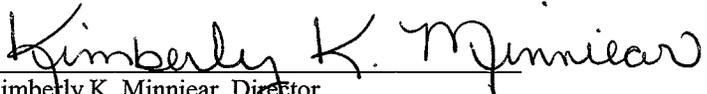


**Children's Special Health Care Services
Administrative Policy Manual**

Eligibility – Financial Eligibility Policy # B-2



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Children's Special Health Care Services (CSHCS)

10/06/10
Date

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

Title: **Financial Eligibility**

Purpose: To ensure that the CSHCS program fairly and consistently assesses applicants, re-applicants, and participants undergoing re-evaluation of eligibility, for financial eligibility as defined in the Rules for the CSHCS program.

Rule References:

- 410 IAC 3.2-1-18 – “household” defined
- 410 IAC 3.2-1-24 – “Poverty income guidelines” defined
- 410 IAC 3.2-1-28 – “Processing and application” defined
- 410 IAC 3.2-2-5 -- State Department of Health responsibilities in the application Process
- 410 IAC 3.2 3-1 – Reevaluation of eligibility and criteria for closure
- 410 IAC 3.2 4-1 – Availability of CSHCS funds
- 410 IAC 3.2-5-2 – Family responsibility to disclose information
- 410 IAC 3.2-6-1 – Financial eligibility
- 410 IAC 3.2-6-1(e) – For purposes of determining financial eligibility, income includes...
- 410 IAC 3.2-6-1(f) – For purposes of determining financial eligibility, the following shall not be considered income...

Policy: To determine an applicant's/participant's Financial Eligibility to participate in the CSHCS program based upon current information concerning the income of the household of which the applicant/participant is a member assessed against the Income Guidelines to be considered for

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eligibility in the CSHCS program.

Participants who have been continuously enrolled in the CSHCS program since May 12, 1993 are exempt from being terminated from the program, because of not being financially eligible.

Income guidelines:

- The poverty income guidelines are published annually in the Federal Register.
- If the applicant's/participant's household income is equal to or less than one hundred and eighty-five percent (185%) of the poverty income guideline they are financially eligible.
- If funds are available in addition to those required to provide services to enrolled participants eligible in 2 above, CSHCS may use an income limit of up to two hundred fifty percent (250%) of the poverty income guideline, instead of the one hundred eighty-five percent (185%) income limit, enabling more people to enjoy the benefits of the program.
- The income guidelines for the CSHCS program shall be published annually in the Indiana Register
- The income guidelines for the CSHCS program are published annually in table form for both annual and monthly income amounts by household size and posted on the CSHCS website <http://www.in.gov/isdh/19613.htm>

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Procedure for Determining Financial Eligibility

1. For participants who have been continuously in the CSHCS program since May 12, 1993, sending financial documentation is optional. These families and participants will be considered financial eligibility
2. Follow the procedures as stated in the Administrative Policy entitled *Guidelines for initiating the 225% Federal Poverty Level when Determining Financial Eligibility*
3. Once the application or reapplication, accompanied by supporting income documentation, is complete, the Eligibility Coordinator will determine the financial eligibility of the participant
4. In the case of re-evaluation, once the re-evaluation packet, accompanied by supporting income documentation is complete, the Re-evaluation Coordinator will give the case file to the Financial Coordinator who will determine the financial eligibility of the participant
5. All eligibility calculations will be done by using an annual income determination
 - a. Annual income will be based on the previous year's IRS Form 1040
 - b. In cases where the income has significantly changed from the previously year – the annual income will be based on an average of the family's last 3 consecutive paystubs.
 - c. Other income documentation shall be approved by the CSHCS Director