

## **APPLICATION FOR ENROLLMENT LETTERS**

The Application for Enrollment letters will be used when:

- The CYSHCN application packet is mailed to the participant/family, or
- The participant's incomplete application was received and additional information is needed, or
- The participant's application was determined to be ineligible for CYSHCN.

### Application for Enrollment

Applicable when a participant has been referred to CYSHCN and wants to submit an application for enrollment.

### Incomplete Application for Enrollment

Applicable when a participant failed to complete the CYSHCN application or include the required information.

### Ineligible Application for Enrollment

Applicable when a participant's application is determined ineligible for CYSHCN.

### Completing the Application for Enrollment Letters

- Print on letterhead.
- Complete the required fields with the participant's demographic information.
- Mark the fields indicating requested material.

### Distribution

- Original mailed to the participant's responsible party.
- Copy retained in the participant's legal record.