

## PENALTIES AND RESPONSIBILITIES

**The Primary Informant is legally responsible for all information provided by the Authorized Representative. This includes information written on the application and stated during interviews.**

**People found responsible for providing false or fraudulent information or committing an Intentional Program Violation are subject to:**

- ◆ Sentencing to jail or prison
- ◆ Monetary fines
- ◆ Repayment of inappropriately obtained benefits
- ◆ Sanctions
- ◆ Disqualifications



**Make sure your Authorized Representative is providing accurate information and is maintaining awareness of your household's circumstances.**

USDA and HHS are equal opportunity providers and employers.

Equal Opportunity Employer/Program Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office manager; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.

## WHAT YOU NEED TO KNOW

### Rights & Responsibilities



## WHAT IS AN AUTHORIZED REPRESENTATIVE?

An Authorized Representative is an adult the Primary Informant chooses to assist with the application process.



The person chosen to be your Authorized Representative must be fully aware of your household's circumstances and not live with you.



An Authorized Representative can help the Primary Informant by completing applications and forms, completing required interviews, and reporting changes.



An Authorized Representative must be a person. An agency cannot act as your Authorized Representative, but an employee at the agency can.



**IMPORTANT!** When you are applying for Cash Assistance, you **MUST** be present at the interview.

## APPOINTING AN AUTHORIZED REPRESENTATIVE

An Authorized Representative must be appointed in writing. You can download the authorization form from Health-e-Arizona PLUS at:

<http://www.healtharizonaplus.gov>



You can also use any written method you choose to let us know who you want to be your Authorized Representative.



In most cases, an Authorized Representative can represent a maximum of three households, so make sure the person you choose will be able to assist you.



An Authorized Representative's permission to represent you lasts until you revoke it. This must also be done in writing. You can get the revocation form from Health-e-Arizona PLUS or use any written method you choose.

## THE AUTHORIZED REPRESENTATIVE'S DUTIES

The Authorized Representative has the following duties:

- ◆ Provide accurate information for the household you represent to the Arizona Department of Economic Security (DES) and the Arizona Health Care Cost Containment System (AHCCCS)
- ◆ Attend interviews for the household. These interviews may be in person or over the phone
- ◆ Provide any verification requested by DES and AHCCCS during the application process
- ◆ Assist the household with completing applications and forms
- ◆ Assist the household with reporting changes and getting any required verification for the change
- ◆ Maintain knowledge of the household's circumstances
- ◆ Update your information with DES and AHCCCS each time you help the household renew benefits