

PENALTIES AND RESPONSIBILITIES

The household is responsible for all information provided by the Representative. This, includes information written on an application and spoken during the interview.

The Authorized Representative can be held personally liable, if a court determines that they are responsible for causing the household an overpayment.

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

- ▶ Jail sentences
- ▶ Monetary fines
- ▶ Repayment of inappropriately obtained benefits
- ▶ Disqualifications

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



This institution is an equal opportunity provider • DES/TANF Agencies are Equal Opportunity Employers/Programs • 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. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local.



Authorized Representatives



WHAT YOU NEED TO KNOW Rights & Responsibilities



WHAT IS AN AUTHORIZED REPRESENTATIVE?

An Authorized Representative is someone the household chooses to assist with the application process.

Nutrition and Cash Assistance:

The person you choose to represent you must not be part of your household group and should be fully aware of your household's circumstances. This person cannot be an organization or agency.

Medical Assistance has no such restrictions.

This person may assist by completing applications and forms, completing required interviews, and reporting changes.

**You and your representative must both attend the interview when you are applying for Cash Assistance.

APPOINTING AN AUTHORIZED REPRESENTATIVE

An Authorized Representative must be appointed in writing. A voice or electronic signature will be acceptable.

This person will stay your representative until your case closes, you ask in writing to remove this person, or you chose to appoint someone else.

Your Representative does not have to be the same person for each program or an alternate person on your EBT card.

You can find forms for appointing an Authorized Representative at: <http://www.healtharizonaplus.gov>

You can find forms for appointing or stopping an Authorized Representative at: <https://www.azdes.gov> in the Document Center

THE AUTHORIZED REPRESENTATIVE'S DUTIES

The Authorized Representative has the following responsibilities:

- ▶ To 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)
- ▶ To assist in completing applications, forms, and any other paperwork necessary
- ▶ To attend eligibility interviews and conduct telephone eligibility interviews for the household, providing all requested verification
- ▶ To report and verify changes that happen to the household
- ▶ To keep your information updated with DES and AHCCCS each time you help the household with renewing benefits or reporting changes

