

Consent for Authorized Representation BHSF Form AR Instructions

Purpose

Form AR is used **at application or renewal** to obtain an applicant's or recipient's **signed consent for authorizations that involve the financial interest of the third party representative (i.e., individuals employed by Medicaid providers, LTC facilities, Medicaid Application centers, law firms, insurance companies, estate planners, etc.)** to act on his or her behalf.

This form does not have to be completed if the authorized representative is the parent, spouse, curator, legal guardian, or responsible person (a responsible person is a person trusted or depended upon to assist in the care and management of the person or property of a person who has not been declared incompetent to manage his own affairs). Refer to G-810 Applicant Unable to Participate in the Eligibility Determination Process.

Preparation

Prepare this form as a two-part snap-set.

Enter the applicant's or recipient's name, Social Security number and case identification number in the spaces provided at the top of the form and the specific date of the application or **renewal** form covered by the authorization in the blank in the second paragraph.

Complete the name(s) and phone number(s) of the person(s) authorized to act on the applicant's or recipient's behalf, or have the applicant/recipient do so.

NOTE: If the applicant or recipient chooses to name more than two individuals to provide authorized representation, complete multiple forms.

Obtain the applicant's or recipient's signature and date, and the signature and date from a witness, if required.

NOTE: ONLY the signature of the applicant/recipient or his/her parent, legally authorized guardian or curator is acceptable. In NO case may an Application Center complete the signature section of the form.

For Agency Use ONLY: Complete the back of the agency copy to document the validity of the applicant's or recipient's authorization. Refer to MEM, R-100, Authorized Representation.

Disposition

File the original form in Section II with the appropriate application or renewal form and give the copy to the applicant/recipient.