

A Signing the Application

REVISION 33
(12/01/14 - 01/31/15)

In order to complete the eligibility determination for any program, an [official application](#) MUST be signed and dated by the PI, participant or [representative](#), UNDER PENALTY OF PERJURY.

A signed application is required for any of the following:

- When submitting a new or renewal application. (See [Identifiable Applications](#))
- When requesting additional program benefits at the time of interview. The PI, participant, or representative must mark the appropriate program box, sign, and date the application next to the box.

[For MA after 2013](#)
[See the EPM](#)

CA EXCEPTION

An application for CA MUST have the signature of the [specified relative](#).

MA EXCEPTION

~~The following individuals must sign the application, under PENALTY OF PERJURY:~~

- ~~• The applicants' [legal representative](#) when one exists. Legal representatives include a custodial parent of a child under 18~~

~~NOTE — Consider an applicant who is age 18, and meets [MA Student Criteria](#), to be a child~~

- ~~• When no legal representative exists, one or more of the following must sign the application:~~

~~— One adult who lives with a child (when the child is the applicant).~~

~~— One unmarried adult when living with another unmarried adult with whom they have a child in common (either or both adults may be applying).~~

~~— One representative of a participant. A representative must be named either in writing, or verbally in the presence of an FAA employee.~~

MA EXCEPTION (continued)

- One legally married spouse (either or both adults may be applying).
- A child applicant who is married.
- A child applicant who is not living with a parent or legal representative.
- A participant's adult child applicant.
- All unmarried adult participants not applying for a child in common.
- An individual, not already listed, acting as an [MA Representative](#) on behalf of an [incapacitated adult](#).

A signature is a name or mark representing the name of the person or authorized representative. The signature is personally added to authenticate a particular person as the source or approval of the information.

A signature is unique to the person signing the document.

The following are acceptable methods to sign a document:

- Written Signature - A hand written signature or mark of a person's name that the person writes on the paper documents as a proof of identity and to show agreement with the information on the document.
- Electronic Signature - When an account is created in Health-e-Arizona Plus (HEAplus), a person can electronically sign their application and other documents using the electronic signature option. They enter their name and check the box at the end of their application and other documents that are available electronically. This becomes their legal signature and is treated the same as a written signature on paper.
- Voice Signature – This is a voice recording intended to capture the voice authorization of the person acknowledging they gave the information, answered the questions, understood and agreed to the information in the document that is being signed. The person is asked for specific information that equals the voice signature. Responses provided by the person are recorded by community assistants or staff of the State of Arizona. When a person agrees to use voice signature, it becomes their legal signature and is the same as if they signed their name on paper.

When the participant signs the application with a mark, the signing must be witnessed by the EI or supervisor. A witness **MUST** sign in the space next to the participant's mark.

When the participant is not able to read or write, or is physically unable to do so, their representative may sign the application. Document the reason for the representative's signature in the Agency Use Only box.

The EI **MUST** sign the application in the Agency Use Only box after the interview on ALL CA applications.

When a DES employee helps the participant to complete the application (for example, an employee who assists in translating), the employee **MUST** also sign the application in the Agency Use Only box.

Deny the application with the NS (No Signature) Denial or Closure Reason Code when a required participant does not sign the application.

MA EXCEPTION

~~For all unmarried adult participants, without a child in common, deny only the participant who does not sign the application.~~