



Arizona Department of Economic Security  
Arizona Health Care Cost Containment System

## New Signature Pages Only Form

05/16/2016

This NEWS FLASH is being issued to inform staff about the new Signature Pages Only (FA-001-P) form. The FA-001-P was developed to assist customers with meeting the signature requirement when the Health-e-Arizona Plus (HEAplus) application cannot be signed electronically. A sample of the FA-001-P has been attached to this e-mail.

The FA-001-P may be used for any of the following reasons:

- The customer is without an application, or with an incomplete application and the worker is using the 'Key As You Go' process to submit an application in HEAplus.
- The customer is using the kiosk to complete the application in HEAplus and one of the following occurs:

HEAplus goes down prior to submitting the application.

The customer is selected for an office interview prior to submitting the application.

NOTE: Do not use the Signature Pages Only form when the customer was unable to complete the **Contact Home Address** screen in HEAplus. When the customer was unable to complete at least the **Contact Home Address** screen, provide the customer with the Application for Benefits (FA-001) form.

Upload completed FA-001-P into HEAplus as a signature document.

NOTE The FA-001-P is not specific to any one declaration page. The customer only needs to sign one FA-001-P to meet the signature requirements for all programs being applied for on the identified HEAplus application.

The FA-001-P is available now on the DES intranet and internet and also for ordering from DES supply.

Please contact the FAA Policy Support Team by phone at (602) 774-5523 or by e-mail at [FAAPolicyMgmt@azdes.gov](mailto:FAAPolicyMgmt@azdes.gov) with any questions or concerns regarding this broadcast.

Please consider the environment before printing this broadcast.

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