

AUTHORIZED REPRESENTATIVES

Things to consider when choosing an Authorized Representative to assist with benefit application

Before naming the Authorized Representative on the application,

Make sure the person understands the requirements of being an Authorized Representative

Requirements:

- Be truthful and complete information under penalty of perjury
- Need to fill out documents within accordance of the timeframe given
- Need to be willing to provide their contact information
- Have access to the needed documentation for the applicant including income, Social Security number, asset information, citizenship, residency, medical insurance, and information about a spouse, if applicable.
- Be available to help, willing to spend the time to complete application and physically able to do what is necessary

Other issues to consider:

Does the Authorized Representative have access to email? Mail? Do they have a working phone?

Do they speak English/Spanish or able to effectively communicate with translators?

Can they read? Will they be able to read the material and documents?

Need to fill out correct document allowing for this authorization, sign and submit.

It is important to make sure the person named as the authorized representative has been told of the responsibility and agrees to fulfill it!