

D Authorized Representatives – Rights and Responsibilities

REVISION 26
(10/01/13 - 12/31/13)

When the PI appoints an authorized representative, the Family Assistance Administration (FAA) must ensure both the PI and the authorized representative are informed of their rights and responsibilities.

Inform the PI that they are responsible for the following:

- The accuracy of all information provided by the authorized representative. This includes information written on the application and stated during interviews.
- Making sure their authorized representative is providing accurate information and is maintaining awareness of the household's circumstances.
- Providing updated authorized representative information to FAA and AHCCCS each time the household renews benefits.

The PI has the right to [revoke the authorization](#) at any time. This must be done in writing.

Inform the authorized representative that they are responsible for the following:

- Providing accurate information to FAA and AHCCCS.
- Maintaining awareness of the household's circumstances.
- Attending interviews for the household. These interviews may be in person or over the phone.
- Providing verification requested by FAA and AHCCCS during the application process.
- Assisting the household with completing applications and forms.
- Assisting the household with reporting changes and getting any required verification for the change.
- Providing their updated information to FAA and AHCCCS each time they help the household renew benefits.

The authorized representative has the right to review the case file and obtain information from it at any time. (See [Review of Case Information](#))

The PI and the authorized representative must be informed about the rules and penalties regarding the [Intentional Program Violation](#).

The Authorized Representative - Rights & Responsibilities pamphlet (FAA-1492A) should be provided to the PI and the authorized representative. The FAA-1492A pamphlet is available from the [Document Center](#).

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