

C Representatives - MA Representative

REVISION 10
(10/01/09 – 12/31/09)

An MA representative is a person who acts for the applicant by signing and completing an application for MA. (See [Signing the Application](#))

The following apply to the person who signs the application:

- They may be any of the following:
 - An applicant
 - The applicant's spouse
 - A parent (natural or adoptive)
 - A nonparent specified relative (NPSR),
 - A representative
- They are NOT required to live with the applicant
- May be of any age
- Must have enough knowledge and understanding of the circumstances to enable an eligibility determination

Documents are NOT necessary to establish an MA representative. However, when any court ordered or written documents exist that authorize and establish a representative, place the documents in the [case file\(g\)](#).

When a representative is applying for the applicant, key the name of the MA Representative in the MA AUTHORIZED REP field on ADDR.

For hospitalized applicants, see [Hospital Designated Representative](#).

In an active MA case, when the PI is no longer able to represent the children, see [MA Emergency Representative](#).

An MA representative may be authorized through any of the following means:

- A legal representative (guardian, conservator, executor, or other persons appointed by civil courts, including tribal courts, through protective proceedings). In situations where there is a court established legal representative, either the legal representative or the person for whom MA is being requested may complete the application.
- A person authorized in writing. The applicant or participant must provide written authorization for the individual to serve as the representative unless the court has appointed a legal representative.
- A person authorized verbally by the applicant, in the presence of an FAA employee. Document the case file with the name of the FAA employee and the wording of the applicant's verbal statement.
- A person who has Power of Attorney for the participant.

A representative may also apply for MA for any of the following:

- [A Child of Adoption](#)
- [An Incapacitated Adult](#)
- [A Deceased Participant](#)