

A Signing the Application

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, and sign and date the application next to the box.
- When [adding a participant](#) who is required to sign the application under PENALTY OF PERJURY.

CA EXCEPTION

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

MA EXCEPTION

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

- The participant's legal representative when one exists. Legal representatives include the following:

A custodial parent of a child under 18

Legal guardians

Conservators

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

One adult who lives with a child (the adult may or may not be applying for themselves).

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

One adult when legally married (either or both adults may be applying).

All unmarried adult participants.

One representative of an participant (a representative must be specified in writing or specified verbally in the presence of an employee of FAA).

An individual acting as an [MA Representative](#) on behalf of an [incapacitated adult](#). The incapacity must be verified in writing.

A child who is not living with an adult.

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.

When the participant signs the application with a mark, the signing must be witnessed by the EI or supervisor. A witness signature is needed 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.

When the signed application is FAXed or photocopied, the participant must re-sign the application at the face-to-face interview, or after the [telephone interview](#).

The EI must sign the application in the AGENCY USE ONLY box after the interview.

When a DES employee helps the participant to complete the application (for example, an employee who assists in translating), the employee also must sign the application in the AGENCY USE ONLY box.