

Urgent Bulletin

Arizona Department of Economic Security
Arizona Health Care Cost Containment System

Legal Guardian Appointment as an Authorized Representative

03/07/2024

Program Impact: NA and CA

This Urgent Bulletin is being issued to inform staff that the CNAP Manual will be updated with guidance for situations where a participant is applying for benefits and the participant has been appointed a legal guardian due to being incapacitated.

A legal guardian may complete the Authorized Representative (AR) form to appoint themselves as AR without requiring a signature from the participant when legal documentation verifying the guardianship is provided.

Verification of Legal Guardianship

Legal documentation includes **any** of the following documents:

- Court Order
 - Letter of Acceptance of legal guardianship
- NOTE: A petition is not acceptable.

Forms

Staff will be notified once the forms have been updated via the FAA Policy Support Weekly Post.

NOTE FAA staff should not use the OnBase Unity form when a legal guardian is appointed as an AR as there is currently no way to bypass the requirement for the participant's signature.

Documentation

Documentation must include **all** of the following:

- The participant has been appointed a legal guardian.
- The type of legal documentation provided to verify the guardianship.

The CNAP Manual reference FAA2.A04 titled Authorized Representatives will be revised to reflect these updates.

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Please contact the FAA Policy Support Team by phone at **(602) 774-5523** or by email at **FAAPolicyMgmt@azdes.gov** with any questions or concerns regarding this broadcast.

Please consider the environment before printing this broadcast.

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