

05 **Authorized Representatives - Overview**

REVISION 47
(01/01/19 – 12/31/19)

An authorized representative is a non-budgetary unit member chosen by the PI to assist on their behalf in the application process. This includes, but is not limited to, the following:

- Completing an application
- Completing forms (work registration, when required)
- Completing the interview
- Reporting changes

The PI should be encouraged to appoint an authorized representative in case of illness or other events that might limit the ability to apply for benefits. The reason an authorized representative is being requested must be documented in the case file.

Once approved, the authorization stays in effect until the PI or the authorized representative requests to revoke the consent. The authorization expires when the application for assistance is withdrawn or denied, or when eligibility ends. However, the authorization continues during any time eligibility is being appealed in an administrative hearing.

The PI may revoke the consent for an authorized representative at any time. This request must be in writing, the Authorized Representative Removal (FAA-1494A) Form is available in the Document Center. (See [Revoking an Authorized Representative](#))

The PI is legally responsible for ALL statements and information provided on the application and stated at the interview by the authorized representative.

The authorized representative must meet all of the following requirements:

- Be appointed in writing by the PI. The Authorized Representative Request (FAA-1493A) form is available in the Document Center.
- Be an adult non-budgetary unit member.
- Be fully aware of the budgetary unit's relevant household circumstances.

NA EXCEPTION

An NA authorized representative cannot be any of the following:

- A retailer involved in the acceptance of NA
- A provider of prepared meals for the homeless, when they are representing a homeless recipient
- A state agency employee involved in the issuance of NA, unless authorized in writing by the Region Program Manager (RPM)
- An individual disqualified for an intentional program violation (IPV)

(See [NA Disqualified Representative](#) for specific restrictions)

WARNING

An authorized representative must not be allowed information on a program they are not the authorized representative on.

The following are types of representatives:

- [CA Authorized Representative](#)
- [NA Authorized Representative](#)

For information regarding an EBT Alternate Card Holder, see [EBT Alternate Card Holder](#).