

05 Representatives - Overview

REVISION 20
(04/01/12 - 06/30/12)

A representative is an individual appointed by the applicant to act on their behalf in the application process. Applicants should be encouraged to appoint a representative in case of illness or other problems. This includes applying for the applicant and being interviewed. The representative must meet both of the following:

- Be specified either verbally or in writing by the participant.

MA EXCEPTION

When an MA representative is specified verbally, the participant must be in the presence of an FAA employee.

- Have full knowledge and consent of the budgetary unit.

Inform the PI that the PI is responsible for ALL information provided on the application and stated at the interview by the representative.

WARNING

State employees or retailers, who are involved in the issuance or acceptance of NA, may only be NA representatives when authorized IN WRITING by the Region Program Manager (RPM). The RPM must determine that no one else is available to be an NA representative before authorizing.

When a state employee is acting as a representative, see [Handling Special Cases – Employees](#) for additional requirements.

The following are types of representatives:

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

The representative signs the application at the Signature of Authorized Representative section.