

## A Signing the Application

**REVISION 06**  
(10/01/08 - 12/31/08)

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

[For MA after 2013](#)  
[See the EPM](#)

### CA EXCEPTION

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

### MA EXCEPTION

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

The applicants' [legal representative](#) when one exists. Legal representatives include a custodial parent of a child under 18

Consider an applicant who is age 18, and meets [MA Student Criteria](#), to be a child

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

One adult who lives with a child (when the child is the applicant).

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

One representative of a participant. A representative must be named either in writing, or verbally in the presence of an FAA employee.

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

A child applicant who is married.

A child applicant who is not living with a parent or legal representative.

A participant's adult child applicant.

All unmarried adult participants not applying for a child in common.

An individual, not already listed, acting as an [MA Representative](#) on behalf of an [incapacitated 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 **MUST** sign 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.

The EI **MUST** sign the application in the Agency Use Only box after the interview on ALL CA applications.

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.