Authorized Representative (AREP)

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AREP Definition

A person or organization that is authorized by an applicant or recipient to act on behalf of him or her for Apple Health eligibility purposes:

• Must be an adult;
• Must be someone outside of the assistance unit.
An AREP may:

- Sign an application on the applicant’s behalf;
- Complete and submit a renewal form;
- Receive copies of the applicant or beneficiary’s notices and other communications from the agency; and
- Act on behalf of the applicant or beneficiary in all eligibility matters with the agency.
Responsibilities of an AREP

An AREP must:

• Have a good-faith belief that the information he or she provides to the agency is correct;
• Act responsibly in assisting with an application and renewal of eligibility and other ongoing communications with the agency;
• Report changes in circumstances as required under WAC 182-504-0105;
• Maintain confidentiality.
Information an AREP May Receive

The agency can only share information with the AREP that is necessary for the purpose of determining, maintaining, and communicating Apple Health program eligibility.
Specifically, an AREP may:

• Obtain information needed to determine the applicant’s or recipient’s eligibility for Apple Health programs;

• Obtain information related to Apple Health coverage such as certification periods, renewals, and changes in coverage;
Information an AREP May Receive

Specifically, an AREP may:

- Obtain information as to why Apple Health coverage was denied or terminated;
- Receive letters, renewal forms, and ProviderOne cards if the client has authorized the sharing of such correspondence.
Information that is not Disclosable

Information includes, but is not limited to the following:

- Social security numbers (SSN);
- Birthdates;
- Home or mailing address;
- Places of employment that are outside of a request for specific employment verification;
- Estimated due date (EDD).
Ways to Designate an AREP

- Online through Healthplanfinder (HPF):
  - [www.wahealthplanfinder.org](http://www.wahealthplanfinder.org);
  - Includes applications, renewals, and reporting changes.
- HCA 18-001 (application for health coverage - MAGI/QHP);
- HCA 14-430 (confidential teen pregnancy application);
- HCA 18-005 (application for long-term care/aged, blind, disabled coverage);
- DSHS 14-532 AREP form:
  - This is a shared DSHS/HCA form.
Ways to Designate an AREP

The agency accepts the following methods for the designation of an AREP:

- Electronic, including telephonically recorded signatures;
  - Signatures submitted through the Health Benefit Exchange are telephonically recorded;
  - Signatures submitted through the HCA can be telephonically submitted;
  - Applications, renewals, and changes submitted through the HPF are electronic.

- Handwritten signatures transmitted by fax or other electronic transmissions.
Organizations as AREP

• If an AREP is an organization in itself, other individuals within that organization may also act as an AREP.

• If an AREP is a division within an organization or part of a larger organization, other individuals within the same division or department may also act as an AREP:
  ▪ Individuals from other divisions or departments within the organization may not act as AREPs.

Note: In most situations, the address of the client should be the client’s actual physical or mailing address. This ensures that year-end tax documents will be mailed to the client.
Terminating an AREP Designation

- The client or the AREP may terminate the AREP designation at any time by notifying the agency verbally or in writing.

- AREP designation terminates automatically when the client dies. The AREP may continue representing the deceased if they are one of the following:
  - The executor or administrator of the deceased’s estate;
  - Legally authorized by the courts or by state law to act on the behalf of the deceased or his estate.

- Guardianship and Power of Attorney (POA) assigned while the client is living ends after the client is deceased.
Legal Guardianship

A court-appointed legal guardian with authority to make financial decisions on a person’s behalf is that person’s AREP:

- A completed AREP form is not required;
- Verification of legal guardianship is required.
An agreement creating Power of Attorney (POA) that grants decision-making authority regarding the person’s financial interactions with the agency establishes the POA as the AREP:

• A completed AREP form is not required;
• Verification of POA is required.
An AREP acts on behalf of the household for the purposes of establishing and maintaining Apple Health eligibility:

- Must be designated by the client;
- Must act responsibly;
- Must maintain confidentiality.
Summary

There are multiple ways to designate an AREP:

- Online through the HPF;
- Any of the various HCA applications;
- DSHS 14-532 AREP form;
- Telephonic.
Organizations as AREPs:

• An organization cannot designate themselves as an AREP;

• Must act responsibly and have a good-faith belief that the client is accurately reporting their income and other relevant information.
Summary

Terminating an AREP designation:

• Either party can terminate an AREP designation at any time;
• An AREP designation terminates automatically when the client dies.

Legal guardianship and POA designations both serve as an AREP:

• A separate AREP designation is not required;
• Verification must be provided.
Final Reminders

• An AREP typically functions more as a case manager with ongoing responsibilities, whereas the functions of a navigator or certified application counselor typically end with the mechanics of the enrollment, re-enrollment, and change reporting process.

• An individual or organization can only be designated as an AREP by an Apple Health applicant/recipient.
Additional Resources

- Authorized Representative WAC 182-503-0130
  

  
  http://www.hca.wa.gov/medicaid/manual/Pages/90-020.aspx

- HCA Area Representatives
  
  www.hca.wa.gov/hcr/me/Documents/area_representatives.pdf