

Washington State  
Health Care Authority

# Authorized Representatives (AREP)

Office of Medicaid Eligibility & Policy  
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# 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.

# AREP Definition

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.

# Information an AREP May Receive

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.

# Power of Attorney

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.

# Summary

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.

# Summary

## 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/Lists/WAC/ExtDispForm.aspx?ID=456>
- Washington Apple Health (Medicaid) Manual  
<http://www.hca.wa.gov/medicaid/manual/Pages/90-020.aspx>
- HCA Area Representatives  
[www.hca.wa.gov/hcr/me/Documents/area\\_representatives.pdf](http://www.hca.wa.gov/hcr/me/Documents/area_representatives.pdf)