

# MISSISSIPPI DIVISION OF MEDICAID

## Eligibility Policy and Procedures Manual

### **DEFINITIONS** (Continued)

#### **101.03.09 DESIGNATED REPRESENTATIVE**

A person acting responsibly for an applicant because the physical or mental condition of the applicant is such that he cannot authorize anyone to act for him nor can he act for himself. The designated representative has knowledge of the applicant's circumstances and is usually a relative or close friend. The application must be filed in the name of the applicant with the designated representative providing the eligibility information and signing the application form.

##### **101.03.09A Documenting Authorized and Designated Representative Status** **❖ Aged, Blind and Disabled Programs**

The Client's Designation section of the DOM-302, Designated Representative Statement, is used to verify authorized representative status. The applicant and representative will both sign the form.

The section of the DOM-302 entitled, "Statement of Self Designation by Representative", is used to document designated representative status. The representative will sign the form.

##### **101.03.09B Documenting Authorized and Designated Representative Status** **❖ Families, Children and CHIP Programs**

When the FCC head of household is unable to act on his own behalf, a representative may be designated. The head of household must sign the DOM-FCC-302, Designated Representative Statement, permitting an authorized representative to participate in the interview and eligibility process on behalf of the HOH.

A non-applicant caretaker, who is not the legal parent of the applicant children, is a designated representative. The section of the DOM-FCC-302, entitled Statement of Self Designation by Representative, must be completed when this situation exists.

Self-designation is not required when the non-applicant caretaker is a legal parent of one or more of the applicant children.