

Department of Social and Health Services

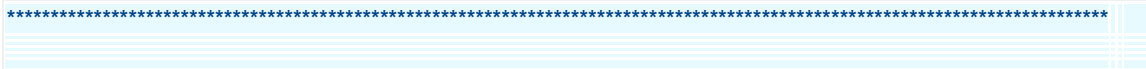
Olympia, Washington

EAZ Manual

Revision # 993
Category Authorized Representative – Food, Cash and Medical Benefit Issuances
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Summary

Updated Worker Responsibilities for clarity and to remove ACES coding NOTE.
See below for edited text:



Worker Responsibilities

For information regarding AREP for Long-Term Care cases see: [Long-Term Care AREP](#) or WAC - Long-Term Care for Families and Children.

1. An AREP may receive letters/notices/forms/warrants/EFT/ProviderOne service cards or they may have permission to only discuss the case and not receive any written correspondence. Record the representative's name and address on the AREP screen in ACES. The REP Type code on the AREP screen determines what forms, letters, etc. they receive. See the [Authorized Representative Payee Chart](#).

~~NOTE: There is no ACES code for being an AREP who doesn't receive written correspondence. The workaround for this situation is to record the AREP information in the Electronic Case Record (ECR). As soon as this functionality is programmed into ACES, the AREP form and this chapter will be updated.~~

~~2. At each review, check-Check that the AREP information coded in ACES at each review. Make sure it is consistent with what the client indicated on the review form. AREP designation is not isn't valid after the certification period. Delete coded AREP information and should not be extended without if you can't -confirming with the client that the AREP information is it's still valid. Document extensions or changes to the designated AREP in remarks behind the AREP screen-in ACES.~~

~~3. If the client is completing their review over the phone without an eligibility review form and they are designating a new AREP, the eClients should must complete a DSHS 14-532 AREP form when designating a new AREP. The worker should Don't not add the new AREP until they we receive:~~

- ~~1. the completed DSHS 14-532 AREP form; or~~
- ~~2. written confirmation from the client; or~~
- ~~3. a signed Eligibility Review form with completed AREP section.~~

~~3. Completing the DSHS 14-532 AREP form is not isn't required if the clienty is are confirming or making changes to their current AREP.~~

~~4. Clients should make an i initial designation of an AREP by a client should be made on the application, review, or DSHS 14-532 AREP form. Clients can make C changes to an AREP's information, such as address or phone number, can be made verbally but we must be well documented in the remarks behind the AREP screen in ACES, clearly document these changes in the case record.~~

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