
MEPD Policy Bulletin Number: 11-15

To: Eligibility Services – Regional Director for MEPD
Regional Attorneys
Hearings Officers

From: Lynn W. Blackmore
Associate Commissioner
Family Services
State Office 2073

Subject: Form H1003 Appointment of an Authorized Representative

The information in this bulletin is for **MEPD**. If you have any questions regarding the policy, follow regional procedures. The information in this bulletin is available at the following websites:

- Family Services - <http://ofs.hhsc.state.tx.us/mepd/mepd-bulletins.aspx> , and
- MEPD Handbook - http://www.dads.state.tx.us/handbooks/mepd_policy/index.htm.

Policy/Procedure Update

This bulletin provides information on the recently created Form H1003, Appointment of an Authorized Representative. With the assistance of the Office of General Counsel, this form was created for the MEPD program and is to be used instead of Form H1826, Case Information Release. The form was released in the March 2011 handbook revision. A copy of the new form has been attached. Instructions to the Form H1003 and a Spanish version are under development at this time.

The H1003 is to be the only accepted form for the appointment of an authorized representative (AR). Other authorization forms are not valid for this process; however, if a Form H1826 has been used and is still current there is no need to obtain a Form H1003 to replace it.

Individual or company other than family or friend as AR

The AR designation on this form can include nursing facility staff, attorneys, and other companies/organizations that help the applicant/client in applying for Medicaid and through the determination process, which includes the ability to check the status of that application/redetermination – pending, approved or denied. The companies or organizations may be for profit or non-profit. The applicant/client may choose an AR to serve for a limited time and/or limited duties. This can be indicated on the Form H1003.

Signatures from both the applicant/client and the AR are required under the penalty of perjury.

A client/AR may request the assistance of an attorney to help with the application/redetermination process. If an attorney is involved, staff may talk to that attorney regarding the case.

Family or friends as AR

This form does not have to be completed for family members or friends who know of the client's financial matters and normally represent the client in their activities. The new Form H1200 page 3 also has a section which can be utilized as the AR designation for family or friends who know of the client's financial matters.

Effective Date

The Form H1003 is available in the MEPD handbook.