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A Application Forms, Assistance, Cooperation and Voter Registration

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Policy

To qualify for AHCCCS Medical Assistance (MA), a signed application must be submitted by the customer or by someone acting responsibly for the customer. The application must be on a form accepted by AHCCCS.

See [MA533](#) for other requirements for a valid application.

1) Application Forms

The Agency accepts the following application forms:

- Health-e-Arizona Plus (HEAplus) Online Application;
- The Department of Economic Security (DES)/Family Assistance Administration (FAA) – Arizona Health Care Cost Containment System (AHCCCS) Joint Application for Benefits;
- Application for Help with Health Coverage Costs
- Application for AHCCCS Health Insurance and Medicare Savings Programs;
- The Centers for Medicare and Medicaid Services (CMS) Paper Application; and
- The CMS Online Application.

NOTE Special application forms are available for the following programs:

- Application for AHCCCS Long Term Care Services (ACE-102);
- Application for Arizona Long Term Care System (DE-102); and
- Breast and Cervical Cancer Treatment Program (BCCTP) Referral Form (BC-100).

2) **Who can Sign the Application?**

Any of the following people may sign the application form:

- The customer;
- The customer's legal or authorized representative;
- An adult who is in the customer's tax filing household;
- The customer's spouse, when living with the customer; or
- If the customer is a minor child or is incapacitated, someone acting responsibly for the customer.

3) **Customer Assistance**

If needed, eligibility workers and other staff will help the customer with the application process.

Customers can also have someone of their choice help them with the application process. This includes:

- Going with the customer to the local office;
- Helping the customer fill out the application; and
- Representing the customer.

4) **Customer Cooperation**

Customers and their representatives must cooperate in the application process. This includes:

- Providing information;
- Reporting changes; and
- Taking any action needed to qualify for the MA program.

5) **Opportunity to Register to Vote**

The National Voter Registration Act (NVRA) of 1993 and Arizona Revised Statue (ARS) require that public assistance offices provide applicants and customers with an opportunity to register to vote at the time of application.

Definitions

Term	Definition
Representative	A person appointed by the applicant to act on his or her behalf in the application process

Timeframes

Application processing periods vary by program and are initiated by application date. See [MA1301B](#) for program-specific timeframes.

Programs and Legal Authorities

Program	Legal Authorities
All Programs	42 USC 1973gg 42 CFR 435.907; 42 CFR 435.908; 42 CFR 435.912 42 CFR 457.340 (KidsCare)



Effective Until 9/3/2014