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4/2024	Valid Application Signature	Added clarifying information about speed notes	2

# Valid Application Signatures

## Application Process: Application Submittal, 477 NAC 3-005.01

**This document is designed to provide clarification and examples of valid application signatures. This document does not describe all valid application signatures and these examples do not reflect an exhaustive list. If an application is being denied for no valid signature, a NOA or VR cannot be sent. Because of this, the worker needs to send a Speed Note or contact the applicant via phone.**

When reviewing a signature on an application to determine if it is valid the worker must:

- Review a signature on an application at the individual level.
  - The signature on an application may not be valid for all individuals on the application.
  - This may require other household members to file their own application.
- Send a Speed Note or contact the applicant via phone for an application/individual that has been determined to be invalid. The individual cannot be left pending and must be denied.
  - A comment may be added to the Speed Note letting the individual(s) know they could file a new application or submit documentation to support a valid signature on their application such as: Authorized Representative form, etc.
    - The authorized representative (AR) would still be recognized as valid for an application received prior to the date the AR assignment is verified. If an AR form is received after the application date, it is considered an allowable change to make the AR valid (as long as it is received within the 90 day time frame of the application). This would allow the AR to work with the agency regarding the individual's application.
  - If there are other household members that are being approved, and there is an individual without a valid signature, staff need to ensure the applicant with the invalid signature is not on the NOA. This may require a generic NOA instead of the system generated NOA.

### EXAMPLES:

- **Example #1:** Phillip and his wife Vivian have applied for Medicaid for themselves and their three, adult children. The children live in the home with Phillip and Vivian and are claimed as dependents on their parents' tax return. The worker reviews the application and determines the application is valid for all household members as this application was filed by the tax filer for members of the same tax household.

- **Example #2:** Danny has applied for Medicaid for himself, his adult daughter DJ, and her three sons. Danny files a tax return as a single filer and claims no dependents. DJ files her own return as a single tax filer and claims her three children. The worker reviews the application and determines the application is valid for Danny, however, is not valid for DJ or her children as they are not part of the same tax household.
- **Example #3:** Tim and his wife Jill have applied for Medicaid for themselves and their three children. Two of the children are adults, and the youngest child is still a minor. The family does not file taxes. The worker reviews the application and determines the application is valid for Tim, Jill, and Tim and Jill's youngest, minor child. The application is not valid for the two adult children because they are not part of the same tax household. Their parents are not able to apply on their behalf as members of their immediate family because the children are now adults.
  - If in the example above, Tim and Jill file a tax return and claim all the children (the minor child and the two adult children) then the application that Tim and Jill has filed is a valid application for all five (5) household members.
- **Example #4:** Jason and Maggie have a foster child placed with them, Luke. Luke is a non-filer and will not be claimed as a tax dependent. Luke's CFS worker completes an application on his behalf. The worker reviews the application and determines the application is valid for Luke because he is a state ward and the CFS worker has the authority to sign the application on his behalf.
- **Example #5:** Jerry, who is not enrolled in Medicaid, becomes incarcerated. During his incarceration, Jerry is injured and requires hospitalization for three days to recover from his injury. A hospital social worker completes an application on his behalf, assigning herself as the authorized representative and signing the application. A worker reviews the application and determines the application is not valid because it is not signed by Jerry, a member of Jerry's family, tax household, or an approved representative. An authorized representative must be assigned by the applicant or client, and because Jerry was not incapacitated, the hospital social worker is not able to sign on his behalf.
  - In the example above, if Jerry would have been incapacitated (unable to act on his own behalf) then the application would be considered a valid application due to the signature of the hospital social worker. The hospital social worker's signature is valid on this application because they are a hospital employee/medical provider. This example aligns with current policy: [Policy Memo 17-03](#).

- **Example #6:** Carol has applied for herself, her boyfriend Frank, and their minor daughter Lily. Carol is a single filer and will claim Lily. Frank is a non-filer. The worker reviews the application and determines the application is valid for Carol and Lily. The application is not valid for Frank because he is not part of the same tax household and is not related to Carol.
  - If, in the scenario above, Frank claims Lily, the application is still only valid for Carol and Lily.
  - If, in the scenario above, Carol claims Lily and Frank, the application would be valid for all applicants.
- **Example #7:** Lindsay's non-custodial parent, Dave, applies on her behalf. Lindsay primarily lives with her mother, Susan, however Dave will claim Lindsay as a tax dependent. The worker reviews the application and determines the application is valid for Lindsay because she is a member of Dave's tax household (non-custodial parent), and he is an immediate family member.
- **Example #8:** Charles is a client at the Beatrice State Developmental Center (BSDC) and is due for renewal. BSDC is Charles' designated authorized representative. Staff at BSDC complete the renewal and sign via a stamp on the renewal form. A worker reviews the form and determines it is valid because the form is signed by the client's authorized representative.
  - The renewal form with the stamped signature is a valid application because the individual who signed, intended to sign, and had the authority to sign. For purposes of a signature this includes: a stamp, name, sign, or a pictogram.
- **Example #9:** Janet is applying for Medicaid. Janet completes the application by downloading the PDF version of the application, and completing it electronically, including filling out the signature line digitally. The worker reviews the application and determines that the application is valid, because signatures completed electronically can be valid, and the application was signed by Janet herself.
- **Example #10:** Stacy is an incapacitated individual with a medical emergency need. Clint has been appointed as a temporary guardian for Stacy by the court and submits an application on Stacy's behalf per LB157. The court order in DI indicates this is a limited temporary guardianship and that Clint has the authority to complete and sign the Medicaid application and facilitate eligibility for Stacy. The worker reviews both the court order and the application and determines that the application is considered valid. [Policy Memo 23-09](#)