

# Medi-Cal Program Guide Letter #656

October 09, 2008

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**Subject**            **ARTICLE A – CLARIFICATION REGARDING AUTHORIZED REPRESENTATIVES (AR) FOR THE COUNTY MEDICAL SERVICES (CMS) ELIGIBILITY APPEAL PROCESS AND UPDATE OF ARTICLE A COUNTY MEDICAL SERVICES (CMS) PROGRAM TABLE OF CONTENTS**

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**Effective Date**    Upon receipt

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**Reference**            County Policy

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**Purpose**                To provide staff with:

- Clarification regarding an Authorized Representative (AR):
  - accompanying, assisting or acting on behalf of a CMS applicant at a CMS County Administrative Hearing; and
- Update of Article A County Medical Services Table of Contents.

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**Background**        CMS applicants who apply for and are denied CMS benefits have the right to request a County Administrative Hearing. The applicant may designate an AR to accompany, assist, or act on their behalf at the hearing. CMS generally follows Medi-Cal rules regarding Authorized Representatives (AR). The definition and treatment of an AR for CMS and Medi-Cal are the same. An AR may be an individual or an organization.

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**Change**                Clarification regarding an AR requesting a CMS Administrative Hearing has been added to Article A.

Authorized Representative form DPA 19/DPA 19 (SP) (Attachment A & Attachment B) or a written statement must be signed and dated by the CMS applicant on or after the date of the action or inaction with which the applicant is dissatisfied when an authorized representative is to act on behalf of the applicant at a CMS County Administrative Hearing.

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**Change  
(continued)**

AR form DPA19 will only be recognized through the hearing/appeal process.

Section 12, Items 2 & 4 (First Level Supervisory Review and Monitoring Compliance), Section 13 (CMS Hardship), and Section 14 (CMS Mail-in Recertification) have been added to Article A County Medical Services Table of Contents.

Article A, Section 12, Table of Contents, has been updated to include sub-items.

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**Required  
Actions**

The following instructions describe how and when an applicant may designate an individual or organization as their AR with the CMS eligibility appeal process.

<b>If the applicant...</b>	<b>Then...</b>
Wants to designate an AR to accompany and assist with all aspects of the hearing process,	The applicant and AR must sign and date form MC 306/MC 306(SP) Appointment of Representative or any other written statement to that effect at any time during the application process.
Is or is not present at the hearing and wants to designate an AR to act on their behalf during all aspects of the hearing process,	The applicant must sign and date form DPA 19/DPA 19 (SP) Authorized Representative or any other written statement to that effect on or after the date of the action or inaction with which the applicant is dissatisfied.

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**Automation  
Impact**

None.

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**Forms Impact**

None.

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**QA/QC Impact**

None.

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### Summary of Changes

The table below shows the changes made to Article A of the Medi-Cal Program Guide (MPG).

Article/Section	Changes
Article A, County Medical Services TOC	Added Section 12 Items 2 & 4 (First Level Supervisory Review & Monitoring Compliance), Section 13 (CMS Hardship), and Section 14 (CMS Mail-in Recertification) to Table of Contents.
Article A, Section 12 TOC	Updated the Table of Contents to include sub-items.
Article A, Section 12	Added information regarding Authorized Representatives accompanying, assisting or acting on behalf of a CMS applicant at an Administrative Hearing.

### Filing Instructions

The table below shows how to file the MPG material.

Action	Pages
Remove	Article A-iv
	Article A-12-i through A-12-6
Replace	Article A-iv
	Article A-12-i through A-12-5

### Important Note

The MPG is available in its entirety on the County Intranet by accessing <http://hhsa.intranet.co.san-diego.ca.us/manuals/mpg/index.html>. The MPG revisions listed in this letter will be entered into the Intranet MPG at the next update.

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## Medi-Cal Program Guide Letter #656 (continued)

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**Manager  
Approval**

Original signed by:

Dann Crawford, Assistant Deputy Director  
Medi-Cal, CMS, General Relief and CAPI Program Administration  
Strategic Planning and Operational Support Division

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