

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Medicaid Services
1 W. Wilson St.
Madison WI 53703

To: Caretaker Supplement Handbook Users

From: Jori Mundy, Bureau Director
Bureau of Eligibility and Enrollment Policy

Re: **Caretaker Supplement Handbook Release 22-02**

Release Date: 08/01/2022

Effective Date: 08/01/2022

EFFECTIVE DATE	The following policy additions or changes are effective 08/01/2022 unless otherwise noted. Underlined text denotes new text. Text with a strike through it denotes deleted text.
POLICY UPDATES	
2.4.1.1 Signatures from Representatives	Clarified policy concerning signatures by guardians.

2.4 Valid Signature

2.4.1 Valid Signature Introduction

The applicant or ~~his or her~~their representative (see ~~2.4.1.1~~SECTION 2.4.1.1 SIGNATURES FROM REPRESENTATIVES) must sign the paper application form.

2.4.1.1 Signatures from Representatives

~~An applicant's representative~~The following people can ~~be one~~sign the application with their own name on behalf of the ~~following~~applicant:

- **Guardian:**

When an application is submitted with a signature of someone claiming to be the applicant's guardian, obtain a copy of the document that designates the signer of the application as the guardian. From the documents provided, ensure that the person claiming to be the applicant's guardian can file an application on ~~his or her~~the applicant's behalf. ~~Only the person~~

When someone has been designated as one of the following, only the guardian, not the applicant, may sign the application or appoint an authorized representative:

- Guardian of the estate
- Guardian of the person and the estate
- Guardian in general

~~When someone has been designated as the guardian of the estate, guardian of the person and the estate, or guardian in general, only the guardian, not the applicant, may sign the application or appoint another representative.~~

If the applicant only has a legal guardian of the person, the ~~applicant must~~guardian may sign the application ~~unless the applicant has appointed his~~since they are acting responsibly for an incompetent or herincapacitated person. However, a legal guardian of the person to be the can't appoint an authorized representative. The applicant must be the one to appoint an authorized representative if they choose to have one.

The applicant may appoint their legal guardian of the person to be the authorized representative. If the guardian of the person has been appointed, they may sign the application as the authorized representative.