

**Policy Clarifications**  
**Medicaid – PMA- 18905-376**  
**Cash Assistance – PCA- 18905-171**  
**SNAP – PFS -18905-571**

**Submitted: 5/01/18**

**Agency: CAOs**

**Citations:**

**Subject:** Signature on SAR/LIN

When a SAR/LIN is received, and it is not signed in the “CERTIFICATION” signature area, but it has been signed in the Good Cause (SAR only) or Appeal (LIN only) area does this qualify as a valid signature or is the SAR/LIN incomplete?

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**Response By:** Division of Federal Programs

**Date:**

A SAR/LIN form requests a signature in the “certification” area. If the SAR/LIN form is not signed in the “certification” area and is signed elsewhere, the CAO should track the form complete and contact the client to discuss if they are claiming any good cause or filing an appeal. The CAO should record the results of the contact in the case record narrative.

NOTE: A signature is not required for MA if an ex-parte review can be completed and the SAR/LIN can be processed.

There is no policy or Federal regulation that states the SAR/LIN form must have a signature in a specific location on the form, only that a signature is required on the SAR/LIN form.

REMINDER: If the SAR/LIN is processed electronically and the signature is located anywhere else on the form, the system validations will fail the SAR/LIN form. A WLD work item will then be assigned to IMCW for review. The worker will be required to review the form and contact the client.