

8.2 AAA and Other Providers Policy

8.2.1 Signature Authority

- A. The department shall not accept any document signed by an organization unless the organization has provided reasonable evidence indicating that the person signing such document on behalf of the organization was authorized to execute the same.
- B. On or before May 1st of each year, an organization shall provide to the department reliable evidence from the organization's governing body indicating who has the authority to sign documents on behalf of the organization.
1. "Reliable evidence" means:
 - A notarized affidavit of the Chairperson of the governing board; or
 - A resolution of the governing body which was adopted at a meeting of that governing body and included in a certified copy of the official minutes of that meeting (certified by the secretary of the governing body); or
 - A resolution of the governing body adopted at a meeting of the governing body, which appears in the form of a certified copy of the resolution only (certified by the secretary of the governing body); or
 - A resolution of the governing body which is adopted through a "consent to action" instead of at a meeting of the governing body, which resolution is included in the "consent minutes" signed by all of the members of the governing body.
 2. Each submitted form of "reliable evidence" of authorization:
 - Shall clearly and affirmatively record the governing body's authorization;
 - Shall clearly identify the person(s) or position(s) designated and authorized to sign. If such reliable evidence only lists the title or position, the governing body must also submit a letter indicating the names of the persons presently in such position(s) and, must update the same should there be a change in such title or position;
 - Shall clearly identify which documents the designated persons are authorized to sign; and
 - Shall include some indication that the authorization remains in full force and effect from a specified date forward.