

**441—91.2(249A) Application.** Any person may apply for the Medicare drug subsidy through the department.

**91.2(1) *Date, method, and place of filing.*** An application is considered filed on the date an identifiable signed application is received and date-stamped in any local office.

*a.* When an application is delivered to a closed local office, the application will be considered received on the first day that is not a weekend or state holiday following the day that the office was last open.

*b.* A copy of an application received by fax shall be given the same effect as the original application.

**91.2(2) *Identifiable application and signature.***

*a.* An identifiable application is an application that contains:

(1) The legible name and address of the applicant; and

(2) The signature of the applicant, a responsible person, or an authorized representative on Form SSA-1020B-OCR-SM, Application for Help with Medicare Prescription Drug Plan Costs.

*b.* If an authorized representative signed the application forms on behalf of an applicant, the applicant or a responsible person must also sign the application forms before the application can be approved.

**91.2(3) *Right to withdraw.*** After an application has been filed, the applicant may withdraw the application at any time before the eligibility determination.

*a.* The applicant may request that the application be withdrawn entirely or may, before the date the application is processed, request withdrawal for any month covered by the application.

*b.* The local office shall send a Notice of Decision, Form 470-0485, 470-0486, 470-0486(S), or 470-0490, to the applicant confirming the request to withdraw the application.

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