Fiscal Employer Agent Information For Parents And Legal Representative

- If you are a parent who will be signing documents on behalf of a child Client/Employer, you must submit proof of your relationship to the child (such as a birth certificate).

- If you are a Legal Representative and you will be signing on behalf of the Client/Employer, you must submit proof of your legal status. An acceptable form of proof is the guardianship papers with the court seal visible.

- When you sign on behalf of the Client/Employer, sign your name (not theirs).

- If you are a parent or Legal Representative who will be signing on behalf of the Client/Employer, remember:
  - You must sign and date all set-up documents on behalf of the Client/Employer.
  - Once the Client/Employer is in the program, you may also sign timesheets on their behalf.