Choosing a Fiscal Agent: Statement of Understanding

Using the Fiscal Agent method of employing one or more individuals to work with a child receiving CLTS Waiver services makes the child the employer. iLIFE does not have any authority over the job performance of any such employee – nor does the county authorizing the child's CLTS services (hereafter known as the CLTS Waiver Agency). That means the child's parent/guardian will act as the employer representative and must voluntarily accept the responsibilities that an employer would have. Those include:

- ☐ Recruiting, interviewing, and hiring the employee
- ☐ Providing initial and ongoing training regarding the care needs of the child and their job-related responsibilities
- ☐ Providing training regarding confidentiality concerns and expectations
- ☐ Setting the employee's wage (within the limits of what the waiver will reimburse for the particular service the employee performs and with the approval of iLIFE and the CLTS Waiver Agency),realizing that **wages will be withheld** if employee and parent/employer representative are not compliant with iLIFE and CLTS guidelines and timelines
- ☐ Supervising employee performance, providing feedback as appropriate
- ☐ Setting and enforcing expectations with regard to professionalism in the home, scheduling changes or conflicts, types of acceptable communication, amount of notice requested for vacating the position, etc.
- ☐ Preparing a back-up plan in the event that the scheduled employee is not able to meet the needs of the child/family
- ☐ **Ensuring that the employee does NOT work over 40 hours/week** (unless employee is authorized)
- ☐ Disciplining and terminating the employee, if parent/employer feels that to be appropriate and necessary
- ☐ Considering insurance coverage/implications in the event that the employee is injured while providing care. Employees will be eligible for Worker's Compensation under iLIFE.
- ☐ Ensuring that all paperwork (both employer's and employee's) is submitted to iLIFE and approved by iLIFE prior to the employee's first date of service to the child
  __No services provided prior to iLIFE's approval date will be paid.__**

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Please be clear that neither iLIFE nor the CLTS Waiver Agency is the employer. In many cases, iLIFE and the CLTS Waiver agency do not even know these prospective privately retained service providers. iLIFE and the CLTS Waiver agency do not hire, train, supervise, discipline, or terminate these individuals; nor do they verify the employment history or check references of these individuals. It is up to the family hiring the individual to ask for references (personal and professional) and to verify those references prior to employment.

Parent/guardian: If iLIFE or your CLTS Service Coordinator provides you with names of people who are willing to work in your community, it remains your responsibility to interview them and make your own judgment as to their appropriateness to work in your home with your child. Neither iLIFE nor your Service Coordinator are endorsing or recommending these people for employment. Rather, they are merely putting you in touch with individuals who have expressed a willingness to work with children with disabilities. iLIFE's role is limited to completing the employee's criminal background check, ensuring the employee's ongoing training is completed, processing the employee's payroll, and completing end of year federal tax processes for the employee. The CLTS Service Coordinator's role is to determine the authorized number of hours for the child.

Employers are not able to offer benefits such as vacation, sick time, etc. The waiver can only reimburse for hours actually provided to the recipient. Additionally, the employer is responsible for the final approval of hours worked by the employee to be paid through iLIFE. Employers should verify hours worked as listed on the timesheet before signing it. The employee cannot work more than 40 hours for the same employer/child in a work week (Sunday-Saturday).

Parent/guardian and service provider: If you have any questions about any of these responsibilities, or about using iLIFE, please contact iLIFE or the CLTS Service Coordinator. If you have any questions that are of a legal nature about the employer/employee relationship, you are encouraged to seek the advice of an attorney.

Choosing a Fiscal Agent: Statement of Understanding

As an employer-representative of a fiscal agent worker, I understand the stated information and accept responsibility. **I understand that all employee paperwork including the 'Participant Specific Training Certification' must be completed and received by iLIFE PRIOR to working with the client.

**As an employee, I understand the role of my employer and the CLTS Waiver requirements.

_____
Parent/Employer Signature

_____
Employee Signature

_____
Date

_____
Name of child receiving services