



Jean Gottwald, Fiscal Agent

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Family Care Provider:

The member/client you work for providing family care services has appointed me as their Fiscal Agent.

As the member's Fiscal Agent, I need to get new employee paperwork for anyone that will be providing services for the member. Please review the attached packet of information, fill out the necessary forms as indicated on the checklist and return them to me as soon as possible. Please note that I only need the completed forms returned, not any of the instructional materials.

Also, please note that the Member or Managing Party needs to sign the I-9 verifying the documents you provide as proof of identity. Please provide a copy of the documents you use for your ID. They also need to verify that all documents are completed and returned by initialing and signing the New Employee Checklist.

Payroll for services provided will be processed through me as the member's Fiscal Agent. Enclosed is the timesheet you should use. Please make sure you track your hours worked accurately (not exceeding the hours authorized). The timesheet needs to be signed by you and the Member/Managing Party and turned in to me by the 8th of the month. Checks are processed monthly and issued on the 20th.

If you have any questions, please feel free to reach out to me at one of the contacts listed above.