

## Fiscal Agent Agreement

Any person who pays another person to provide services for him or her has the right and responsibility to hire, fire, supervise, train, set hours of work, determine rates, control payment, assign tasks and duties, determine working conditions, and provide tools and supplies. The person with these rights is the Employer. Any person providing these services is the Employee.

**Note:** some Employer obligations are different when the Employee is the Employer’s spouse, parent, or child under 18, as described below. However, any person providing CLTS Waiver services must be 18 years of age or older. Additionally, neither the child’s parents nor any spouse of the child’s parents is eligible to provide CLTS Waiver services to the child.

For each Employee, the Employer has the obligation to:

- 1. Pay a wage at least equal to the Federal and State minimums.
- 2. Arrange for social security benefits for Employees earning more than \$50.00 in a calendar quarter who are not the Employer’s Spouse, Parent, or Child under 18.
- 3. Arrange for Worker’s Compensation benefits.
- 4. Arrange for Unemployment Compensation benefits for Employees paid more than \$1000.00 in a calendar quarter who are not the Employer’s Spouse, Parent, or Child under 18.
- 5. Arrange for the maintenance of the records and file the necessary forms with the appropriate Federal and State agencies to comply with bullets 2, 3, and 4 above.

**In addition, the Employee will not work over 40 hours in a work week (Sunday-Saturday) unless employee is authorized to provide full day respite at day rate.**

I have read and understood the above information and I make the following election regarding my responsibility as an Employer. By my signature below, I wish to have **BDS Fiscal** appointed as my fiscal agent on behalf of me as the Employer to ensure timely recording and payment of required benefits.

\_\_\_\_\_  
Employer Representative/**Parent** Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of **child** receiving services