



## Fiscal Agent Employer/Client and Employee Agreement

- Instructions:** 1. Employer/Client completes the form.  
2. Employer/Client and Employee sign at the bottom.

\_\_\_\_\_ (Employer/Client), hereafter referred to as Employer/Client, and  
\_\_\_\_\_ (Employee), hereafter referred to as Employee, do hereby enter  
into the following agreement:

The Employer/Client requires the following tasks and duties to be performed by the Employee:

The Employee agrees to perform the tasks as outlined above according to the following schedule:

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

Other: \_\_\_\_\_

Mileage (miles per week): \_\_\_\_\_

✓	Service Type	Pay Rate	Unit Type (hour, day, etc.)	Units/Week
	Daily Living Skills (DLS)			
	Respite Care (R)			
	Mentoring (M)			
	Child Care (C)			
	Other:			

We understand that we may not charge in excess of the amount authorized on the Employer/Client's plan. After the Employee has performed the services per this agreement, timesheets are due to iLIFE according to the Payment Schedule. Both signers agree to only submit timesheets within the hours authorized. Without prior approval, excess hours claimed above the authorization may be rejected for payment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer/Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_