

## **Fiscal Agent Information for Guardians and Power of Attorney**

- 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 guardian or have financial power of attorney (POA) 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, guardian or POA 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 his/her behalf.
  - If you are signing on behalf of a child, write the child's Social Security number at the bottom of the form, near your signature.