

REPRESENTATIVE

Agency with Choice (AWC) or Employer of Record (EOR) Option

What should I know about the Representative?

- 🌱 A Representative may be a family member, friend, income payee, or other person who willingly accepts responsibility for performing tasks that the Employer is unable to perform.
- 🌱 Representatives must demonstrate a personal commitment to Waiver Participants, and must be willing to follow their wishes and respect their preferences while using sound judgment to act on their behalf.
- 🌱 Representatives receive no monetary compensation, and may not serve as a service provider for the Participant, with the exception of providing guardianship services.
- 🌱 The Representative may not be known to have any history of physical, mental, or financial abuse, or to have been excluded from participation in the Medicare or Medicaid Programs.

What requirements must the Representative meet?

- 🌱 Demonstrate knowledge and understanding of the Participant's needs and preferences, and respect those preferences
- 🌱 Agree to a predetermined level of contact with the Participant
- 🌱 Is at least 18 years of age
- 🌱 Is willing and able to comply with program requirements, including attending required training, and reading manuals/handbooks that describe program regulations
- 🌱 Is approved by the Employer to act in this capacity

What are the specific duties of the Representative?

- 🌱 Work with the Employer, Care Manager, Financial Support Agency or Agency with Choice provider, and/or Community Navigator to assure that the Employer responsibilities are completed
- 🌱 Make all or some of the decisions for the Employer, depending on the Waiver Participant's and Employer's desires and abilities to make those decisions
- 🌱 Manage, with the Employer, the Individual & Family-Directed Supports Budget, using it for services stated in the ISP
- 🌱 Assist in managing Employer Responsibilities
- 🌱 Maintain records as required