

## **Description of Duties of Representative**

A Representative may be a family member, friend, income payee, or other person who willingly accepts responsibility for performing Managing Employer tasks that the Employer is unable to perform. Representative must have a personal commitment to the waiver individual, 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 individual, 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. The Representative must also meet the following requirements:

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

Specific duties of the Representative are:

- Work with the Employer, Care Coordinator, Financial Supports Agency, and/or Community Guide to assure that the Employer responsibilities are completed
- Make all or some of the decisions for the Employer, depending on the waiver individual's and Employer's desires and abilities to make those decisions
- Manage, with the Employer, the Individual and Family Supports Budget, using it for services stated in the ISP
- Manage the Employer functions
- Maintain records as required