

# Delegation of budget authority

This form does not need to be completed, if the member:

- Plans to sign his/her own budgets and approve employee hours
- Is under the age of 18 and a parent will sign all of the state and federal documents

## Member information

Name: \_\_\_\_\_

Medicaid number: \_\_\_\_\_

I authorize the following individual to act as my personal representative.

## Personal representative information

Name: \_\_\_\_\_

Relationship to member: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone number(s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

By signing this agreement, the personal representative understands that he or she:

- Must be at least 18 years old
- Will not be paid to be the personal representative
- Cannot provide a direct service to the member

The personal representative will have authority to act on the member's behalf.

He or she can:

- Sign budgets that allocate the monthly budget amount according to the Community Based Case Manager's service plan
- Approve payment for employee hours worked and vendor services provided
- Sign contracts on behalf of the member, including those needed for the persons or entities that will be providing services and supports to the member
- Determine the amount to be paid for services (except for the Financial Management Service) - please note: the Independent Support Broker cannot be paid more than the maximum allowed by Iowa Administrative Code 441-79.1(2)
- Schedule the services to be provided to the member

A copy of this form must be submitted to Veridian Fiscal Solutions. Include it with the rest of the Member Packet, if a personal representative will be assigned.

This agreement is effective the date that it is signed by both parties and will continue until either the member or the personal representative gives written notice that it should be terminated.

\_\_\_\_\_  
Member's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personal representative's signature

\_\_\_\_\_  
Date