Legal representative information

Requirements
Legal representative paperwork will need to be submitted to Veridian with the rest of the forms included in this packet if:

- You are 18 years of age or older and have a legal representative who will be signing state and federal documents on your behalf.
- You are under the age of 18 and have someone (except a parent) signing state and federal documents on your behalf.

This paperwork is required in order for Veridian to be able to submit tax documents to the Internal Revenue Service (IRS) and the State of Iowa.

Veridian does not need legal representative paperwork if:

- You plan to sign all of the state and federal documents yourself.
- You are under the age of 18 and one of your parents will be signing all of the state and federal documents for you. Once you turn 18, we will need you or your parents to send us legal representative paperwork if they will continue to sign on your behalf.
- An individual will only be signing budgets and time sheets on your behalf. In this case, Veridian only needs this individual to sign the “Delegation of Budget Authority” form included in this packet.

What is a legal representative?
A legal representative is any person, such as a guardian, conservator, attorney in fact, or any person with the ability to make legal decisions for you or on your behalf. This person would be able to sign state and federal documents for you.

Medical power of attorney paperwork does not provide the legal authority required for signing state and federal documents on your behalf.

If one of your paid employees is your legal representative, you will need to ask a different non-paid individual to sign your time sheets and budgets. This person would become your personal representative and would need to complete the “Delegation of Budget Authority” form.

Signing paperwork
When a legal representative signs paperwork, including the forms in this packet, please ask them to sign as shown below:
“Legal representative’s name” for “CCO member’s name”
(Sign the appropriate name inside the quotation marks.)

Example
Legal representative = Sally Smith
CCO member = Mary Jones

Signature: 

If you have questions about legal representation, please contact the Iowa Department of Human Services. Their email is HCBSwaivers@dhs.state.ia.us.

Veridian Fiscal Solutions