

Jean Gottwald, Fiscal Agent
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January 23, 2018

Thank you for selecting me to serve as your Fiscal Agent for services you will be receiving through Inclusa, Inc.

As your Fiscal Agent, I am the one to whom you will report the hours worked by your caregiver and I will process their payroll on your behalf. You will be working with a Managed Care Team to make sure you receive the services you need.

Your worker's timesheets will be sent directly to me. I will pay your worker and track the status of your budget that indicates what has been authorized for the services you receive.

Attached is the monthly timesheet for your use. It needs to be signed by you (or your guardian) and the employee/caregiver and submitted to me by the **8th of each month** and I will issue payment to your employee on the 20th of each month. **Please send the timesheets to:**

Jean Gottwald, Fiscal Agent
673 4th Ave N
Park Falls, WI 54552

You may also fax or email them to the contacts listed above.

Your caregiver will be receiving information from me in the next few days regarding processes that need to be set up for them to be able to perform services for you.

Included in the attached packet are various forms that I need you (or your POA/Guardian) to complete and return. These forms will authorize me to act on your behalf as your Fiscal Agent. Please follow the checklist provided and make sure all forms are filled out and returned. I have included a sample of the Form SS-4 and Form 2678 indicating what areas you need to have completed.

If you do have a guardian and/or Power of Attorney, I will need a copy of the paperwork indicating that designation.

If you have any questions, please let me know. I look forward to serving as your Fiscal Agent.

Sincerely,

Jean Gottwald,
Fiscal Agent