HELPFUL TIPS
Empower yourself to be a successful IRIS participant with help from iLIFE.

PARTICIPANT IS THE EMPLOYER
• Remember: The participant is the employer.
• Employment concerns should be handled by the participant and participant’s IRIS consultant.
• Participant-hired workers can begin working on the start date listed on the iLIFE start date notice.

TIMESHEETS
To avoid under and overpayments, please follow the tips below:
• Use timesheet attached to check stub.
• Timesheets must have correct service month and service code.
• Participant or guardian and participant-hired worker must sign every timesheet, and signature dates must be later than the last day worked.
• Timesheets cannot include hours that have not yet been worked.
• Submit timesheets for a given pay period as soon as possible but not ahead of the Payroll Payment Schedule.

STATUS CHANGE FORM
To update participant-hired worker’s personal information, use a Status Change Form.

REIMBURSEMENT REQUEST AND EXPENSE REPORT
• Need reimbursement to the participant? Fill out a Participant Reimbursement Request form.
• Need reimbursement to a participant-hired worker? Fill out an Expense Report form.
• When submitting a Reimbursement Request or Expense Report, attach proof of payment (like a receipt).

GUARDIANSHIP AND POWER OF ATTORNEY
If participant has a guardian or Power of Attorney, send copies of these documents to iLIFE:
• Guardianship or Power of Attorney court documents
• Form 2848

iLIFE PORTAL
Submitting timesheets is even easier with the iLIFE Portal. Send and review timesheets online, and get up-to-date budget information.
For the Portal:
• Call 1-888-800-5599 to learn more or sign up.
• Participant and participant-hired worker each must have their own email address to use the Portal.

If you have questions, please call iLIFE at 1-888-800-5599.