



iLIFE

Choice. With Confidence.

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 the participant's IRIS consultant.
- Participant-hired workers can begin working on the start date listed on the iLIFE start date notice.

TIMESHEETS

- Please 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.

GUARDIANSHIP AND POWER OF ATTORNEY

If the participant has a guardian or Power of Attorney, send copies of these documents to iLIFE:

- Guardianship or Power of Attorney court documents
- Form 2848

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).

STATUS CHANGE FORM AND RATE CHANGE FORM

- To update participant-hired worker's personal information, use a Status Change Form.
- To add or change participant-hired worker's pay rates, use a Rate Change Form.
- When submitting a Rate Change Form, remember that the participant-hired worker will only be paid for rates listed on Rate Change Form.

iLIFE PORTAL

Submitting timesheets is even easier with the iLIFE Portal. Send and review timesheets online, and get up-to-date budget information.

- 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.