



March 25th, 2016

JOHN DOE
Attendant Number: 555555
123 W FAKE ST
CHARLOTTE, NC 12345

Dear JOHN DOE ,

Your Attendant application to work for JANE DOE through the NC Independent Living program is now complete. As of 5/1/2016, you can begin to work for your employer, JANE DOE, and submit timesheets for payment.

To fill out your Attendant Timesheet correctly, please be certain to include the Attendant Number listed at the top of this letter. Enclosed you will find a Sample Timesheet to reference.

Please note any hours you worked before 5/1/2016 will not be paid through the NC Independent Living Program.

iLIFE will not pay for any hours claimed above the authorized limit. For any questions regarding the budget, please speak with your employer directly.

Should your employment status change at any time, please call the iLIFE at 1-888-851-2420.

Thank you,

iLIFE Customer Service

Enclosures: iLIFE Payment Schedule, Attendant Timesheet, and Sample Timesheet

Please keep for your records.