



March 25th, 2016

JANE DOE
111 FAKE DR
BOONE, NC 28607

Dear JANE DOE,

JOHN DOE's Attendant application to work for you through the NC Independent Living program is now complete. The Attendant Number associated with their account is **555555**.

As of 5/1/2016, JOHN DOE can begin to work for you and submit Attendant Timesheets for payment.

Please review your Attendant's timesheet to make sure it is completed accurately before signing it.

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

iLIFE will not pay for any hours claimed above your weekly budget. Please speak with your Independent Living Counselor or iLIFE to obtain information regarding your budget.

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

Thank you,

iLIFE Customer Service

Please keep for your records.