



IMPORTANT IRIS CHANGE: ENDING PAPER CHECKS

Dear IRIS Participants and Participant-Hired Workers,

The Wisconsin Department of Health Services (DHS) is pleased to announce a change to the way participant-hired workers receive their paychecks. DHS has directed all fiscal employer agents (FEAs) to transition all Participant-Hired Workers to a non-paper check pay method. iLIFE is proud to offer both Direct Deposit and iLIFE Pay Card options to Participant-Hired Workers. We are also pleased to provide IRIS Participant-Hired Workers with a Paperless Packet of information to help with the transition away from paper checks. There is no iLIFE fee to receive wages through either of these options.

There are several benefits to using electronic payroll, including:

- ✓ Quicker access for participant-hired workers to their payments;
- ✓ Personal funds access through a variety of vendors including debit card retailers and ATM machines;
- ✓ Eliminates mailing delays, lost checks and other costs associated with the use of paper checks;
- ✓ Removes any costs charged to cash checks;
- ✓ Removes the opportunity for checks to be stolen; and
- ✓ Improves program accounting and auditing.

All iLIFE participant-hired workers receiving their payroll payments through paper checks need to complete a new ****Participant-Hired Worker Payment Election Form**** and indicate whether they want to use Direct Deposit or iLIFE Pay Card for their payroll payments. The online electronic PEF form and a copy of this letter are available at www.ilifefms.com/paperless.htm

The form must be completed and must be received by the FEA no later than **August 25, 2017**. The form is also available online at: www.ilifefms.com/paperless.htm

If you have any questions about this change, please contact iLIFE at 888-800-5599 and visit www.ilifefms.com/paperless.htm to learn more.

Thank you,

Jeff Warner, iLIFE Executive Director
IRIS Fiscal Employer Agent