



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 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.