



June 24, 2024

**RE: IMPORTANT NOTICE REGARDING YOUR IRIS TIMESHEET**

Dear Participant-Hired Worker,

**Beginning August 11, 2024**, the Wisconsin Department of Health Services (DHS) requires that all IRIS **Participant-Hired Workers** submit their time using the **In/Out Timesheet format**. This change is being made to help ensure more accurate time reporting and to improve program integrity. Participant-Hired Workers have two options to submit their In/Out Timesheets:

- Using a copy of the enclosed new In/Out Timesheet.
- Participant-Hired Workers can also use **iLIFE's Online Portal** for daily time entry, which is an alternative to the paper timesheet. Please have your worker(s) contact iLIFE Customer Service if they would like to set up this account by calling us at **888-800-5599**, emailing us at **IRIS.Portal@iLIFE.org**, or speaking with a **Live Chat Agent at iLIFE.org**.

Please note that beginning August 11, 2024, only claims submitted in the In/Out Timesheet format will be processed for payment. As always, iLIFE will not be able to process the timesheet if:

- The submitted timesheet is incorrect
- The submitted timesheet is incomplete

To help you become familiar with the new timesheet and its requirements, we have included the following in this mailing:

- Blank In/Out Timesheet
- Completed Sample Timesheet
- IRIS In/Out Timesheet Reference Guide
- IRIS In/Out Timesheet Frequently Asked Questions

These materials are also now available on our website, which you can access by using the QR code below or by visiting [ilife.org/forms/iris-forms/iris-in-out-timesheet/](http://ilife.org/forms/iris-forms/iris-in-out-timesheet/).



Choice. With Confidence.

We recommend you begin using the In/Out Timesheet now to get used to the new format and contact us if you have any questions. We want to help make this a successful transition so that none of your payments are delayed or denied. If you have any questions, please contact iLIFE Customer Service by calling **888-800-5599**, emailing us at **IRIS@iLIFE.org**, or visiting **iLIFE.org** to speak with us using Live Chat. iLIFE will send additional communications regarding online and in-person training sessions to provide support in the transition.

**Please note: EVV is still required.**

The In/Out Timesheets will improve the accuracy of caregiver pay. They do not replace Electronic Visit Verification (EVV) requirements. If you have any questions, please contact iLIFE Customer Service by calling **888-800-5599**, emailing us at **IRIS@iLIFE.org**, or visiting **iLIFE.org** to speak with us using Live Chat.

Sincerely,

**iLIFE**

For more information, blank timesheets, and reference materials, scan the QR code or visit the IRIS In/Out web page at:

[ilife.org/forms/iris-forms/iris-in-out-timesheet/](http://ilife.org/forms/iris-forms/iris-in-out-timesheet/)

