

June 12, 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 the IRIS Program use the **in/out timesheet format for Participant-Hired Workers**. This change is being made to help ensure more accurate time reporting and to improve program integrity.

Please note that beginning August 11, 2024, the use of the in/out timesheet format will be required to receive payment in the IRIS program. iLIFE will not be able to process the timesheet if:

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

The in/out timesheet and educational guide are included in this mailing to help you become familiar with the new timesheet and its requirements. They are also now available on our website and can be found using the **QR code below** or by visiting **ilife.org/forms/iris-forms/iris-in-out-timesheet/**

We recommend you begin using the in/out timesheet at this time to get used to the new format and have time to ask questions. We 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-and-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 us at 888-800-5599, emailing us at IRIS@iLIFE.org, or by visiting us at 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/

