

LIFE PATTERNS INC.

Teri's Topic

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Time Changes for Payroll

IMPORTANT: Any time adjustments that will need to be done for the pay period of December 1-15 will need to be turned in **NO LATER THAN December 19** so that payroll can be completed on time. While we will try our best to notify you of missing clock ins and outs, it is a busy time of year, and we may not be able to get to everyone. If you would like to sign up to view AuthentiCare yourself, to help you get adjustments reported in a timely manner, please e-mail Sarah: sarah@lifepatternsks.org.

Life Patterns Says Goodbye to a Good Friend and Advisor

This issue's topic is Teri Goodrich. It is with mixed feelings that Life Patterns (LPI) has said goodbye to a good friend and a valued member of our team. Teri has been with LPI since 1997, her contribution to LPI and the lives individuals with a disability and their families is immeasurable. Prior to joining LPI she worked as a Workshop Coordinator for Families Together, Inc. Every day, Teri lived and shared her beliefs of person first, quality life styles, and integration and inclusion into the community for people with disabilities into the office. She helped shaped LPI and we are grateful and better for having had the opportunity to work with and learn from someone with such high standards and unrivaled compassion. We are sad to see her go but we wish her the best with her next chapter of life.

W-2'S

How is it even possible that we are near the end of 2018? 2018 W-2s will be mailed between January 21st - 31st. Please share this information with your employees and remind them to contact either the Topeka or Montezuma office of any address changes that have occurred during the year so that there will not be a delay.

From Life Patterns Southwest:

We are so excited to be working on the team with Life Patterns Inc. After some changes in our local community in Southwest Kansas, we are thankful to be here! We hope to bring our best foot in and help evolve this industry to its upmost potential. Located in Montezuma KS, we understand the lifestyle and community of rural America. We understand that retaining and hiring quality staff can be hard, but we will do the best to give information and assist our families to be an effective employer for self-directed care.

-Eva Martens, Office Manager

Introduction of Montezuma Staff

Sara Peters

Employment Coordinator

Sara has worked in this industry since May of 2014. She is dedicated to being accurate and efficient in all the things she does. She is committed to ensuring that services are rendered timely. Her experience includes: Human Resource knowledge, payroll processing, graphic design, and she is a gifted writer.

Laura

Spanish Translator and Program Coordinator

Laura has worked for the local school district, helping children with disabilities, and started working in this industry in February of 2015. She is also the mother of five children all that attend school. She is always willing to learn and help people understand services when language is a barrier for Spanish-speaking families.

Anna

Program Manager

Anna is the newest team member to our Southwest KS office. She was hired in January of 2018, and is well on her way to understanding the distinct needs of members and their families. Her social skills and hard work ethic are key to this office. She continues to further her education in business administration while she works.

Lisa

PHI Specialist

Lisa joined our team part-time in January of 2018, helping with all different areas in the office. Her confidence and accuracy in any task given are completed with great professionalism. She is also a wellness and health instructor, and volunteers at Coffee Connections Non-Profit for their ministries.

Cristina

Accounts Receivable

Cristina joined and helped with the Billing and Accounts Receivable starting in April 2017. Her experience as a CNA helps her to understand services and how they can be continually be improved. Her insightfulness and spirited character are a great benefit to strive bettering services for individual and their families.

Eva

Office Manager

Eva has worked in the industry since September of 2013. She came in with an Associates in Accounting and was looking for a fit for herself after moving to Montezuma. She initially started as the employment coordinator and then moved on to processing payroll and management of staff. Her goal is to make sure that all services provided will encourage greater independence for our families.

IRS NOTICE 2014-7

Just as a reminder – as you prepare your 2018 taxes be sure to review IRS Notice 2014-7 which was effective 1.3.14. Basically this notice states that if a person receiving HCBS Medicaid waiver services *lives in the care provider's home*, then the income can be excluded from Federal income tax. The tax will be withheld throughout the year based on the employee's W-2 withholdings. However, when the employee does his/her 2014 tax return, there is a place to list excluded income. This is all explained at this website: <http://www.irs.gov/Individuals/Certain-Medicaid-Waiver-Payments-May-Be-Excludable-From-Income>. If you don't have access to a computer, just take this information to you're accountant when you have your taxes prepared.

Excess Distribution

We will calculating excess funds after the 12.14.18 payroll. We will contact employers with more than one employee to determine distribution. Funds will be distributed on the 12.31.18 payroll. Time is of the essence so if you receive a call or email be sure to get back with us as soon as possible. Any funds that are not distributed must go back to the State.

Holiday Office

Hours:

December 24 and 25:

CLOSED

January 1:

CLOSED

TIS THE SEASON FOR THANKS ~ *from the desk of Jon*

To our Life Patterns Families,

It is hard to believe another year is about to an end! This is the time of year that is typically a time of reflection over the year and what has happened. In 2018, we celebrated Life Patterns' 25th anniversary. We saw a great voice, advocate, coworker and friend retire from Life Patterns. Kansas elected a new Governor into office, and Life Patterns hired six new staff members and opened a satellite office in Montezuma, KS!

None of this would have been possible without your choice in selecting and trusting us to be your FMS Provider. We look forward to continuing the relationship with you.



We wish you a Happy Holiday Season and tremendous success in 2019!

