

In this issue:

- ◆ Excess Funds Distribution
- ◆ AuthentiCare 2.0 Mobile App
- ◆ W-2 Forms
- ◆ IRS Notice 2014-7
- ◆ Holiday Hours
- ◆ Holiday message from Jon

Excess Funds Distribution

Excess funds are the difference between the State of Kansas reimbursement rate and what is paid to your employees, including employer expenses like FICA, unemployment, and workers compensation. We will be calculating excess funds after the 12.13.19 payroll. We will contact employers with more than one employee either by email or phone to determine distribution. Funds will be distributed on the 12.31.19 paycheck. Time is of the essence, so please be sure to respond as soon as possible. Any funds that are not distributed *must* go back to the State.

AuthentiCare 2.0 Mobile App

Workers now have the option to clock in/out using their own mobile device with the **AuthentiCare 2.0** mobile app.

Some of the app features include:

- ◆ **Recording check ins/outs without internet service:**
As long as you're logged into the app, even if you're in a dead zone (don't have service), it will store your check in/out times until you enter a location that has internet service. Once that occurs, all check in/out data is then pushed to AuthentiCare and it your times should be recorded correctly.
- ◆ **You will have access to a calendar:**
The calendar lets you view any visits you have already completed in the passed AND/OR pending clock ins/outs for your current shift.
- ◆ **If you miss a check-in or out time, you can do what's called a FORCED CHECK-OUT:**
The app will capture the time and location of the check-out, and a correction will need to be made by your Employer within 48 hours.
- ◆ **The system will ALWAYS register the location in which the worker clocks in and out:**
Workers should **not** clock in until they are with the member, and they should clock out right when their shift is over. If a worker clocks out late, the employer needs to submit an edit within 48 hours. We will be monitoring the locations, and will make contact with the member if we have questions.

If you are interested in trying the AuthentiCare app, go to our website, www.lifepatternsks.org. There is a link on our homepage for workers to request access!

W-2 Forms

As the end of the year nears it is time to start thinking about W-2's. Please have your employees contact either office for address changes. Please let your employees know that W-2's will be mailed out between January 20th – 31st. We need the first few weeks of the year to balance all regulatory reporting requirements.

IRS Notice 2014-7

Just as a reminder — as you prepare your 2019 taxes be sure to review IRS Notice 2014-7. 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-4 withholdings. However, when the employee does his/her tax return, there is a place to list excluded income. This is all explained on this website: <https://www.irs.gov/individuals/certain-medicaid-waiver-payments-may-be-excludable-from-income>. If you don't have access to the internet, just take this information to your accountant when you have your taxes prepared.

Holiday Office Hours:

November 28th and 29th:
CLOSED

December 24th and 25th:
CLOSED

January 1st:
CLOSED

Merry
Christmas
&
Happy
New Year!

Tis the season to be thankful...

To our Life Patterns Families,

It is hard to think that it is about to be the end of the year again! Can that be true? Typically, we take time to reflect on the past year and everything that has transpired. We were fortunate enough to celebrate another Life Patterns anniversary and also celebrated our 1st year with the Southwest office, in Montezuma, being open!

None of this would be possible without you trusting and choosing us to be your FMS provider. So, THANK YOU and we look forward to continuing this relationship!

- from the desk of Jon