

Life Patterns Lowdown

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Major AuthentiCare Updates

CLOCKING IN AND OUT

AuthentiCare has had many updates to their system. They recently have added the Autism Respite and it currently is listed as the first service when clocking in. This has caused many to be clocking into the wrong service when clocking in, causing the activity code not to work as they clock out.

Please be sure to listen carefully to the services to ensure that you and/or your workers are selecting the correct service code or waiver.

REPRESENTATIVES

There have been changes to the login for Representatives viewing the AuthentiCare hours. Reps will need to add worker to their profile in order to view the worker's hours. You will need to call Life Patterns Inc. and request that new workers be added before their hours will appear in the reports. Also, the ability to view remaining hours has been taken away so Reps will need to do the math manually.

Time Corrections to AuthentiCare Hours

Edits have been out of control lately. It is the employee's responsibility to clock-in and clock-out when they are working. It is the employer's responsibility to ensure this happens by providing a phone or making sure that the app is setup on the worker's phone. AuthentiCare is the State of Kansas MANDATED system. Life Patterns cannot continue to perform this function. There are very few reasons to have an edit; "I forgot" or "We got busy" is not a reasonable excuse. If for any reason you or your employee are without a phone, you must notify Life Patterns Inc. immediately. Writing down several days' worth of time is not appropriate or acceptable if prior notice was not given to Life Patterns Inc.

W-2 Forms Mailed Out

All W-2s were mailed out on January 26th and 29th. If you have moved and need a new W-2 remailed, we will require Change of Address form to be filled out. We will be doing this on Fridays from February 15th through March 31st.

Address Change form can be found on our website at www.lifepatternsks.org

Topeka: (785) 273-7189

Montezuma: (620) 846-2658

OFFICE CLOSED

**February 12th
&
February 19th**

Excess Funds

As a reminder, all excess funds for 2023 were paid out on December 29th along with the last paycheck of the year. As we have stated before Excess Funds will only be distributed to families whose workers are paid out the max, or close to the max, hourly rate. If your workers are not receiving a higher hourly rate, we will longer be calculating the excess fund at the end of the year. Many organizations and families have worked hard for the state to increase their rates and they are continually surveying and studying wages. To update your workers' hourly rate of pay, please send us an updated Employment Agreement. It can be found on our website.

www.lifepatternsks.org

Tax Information 2023

Notice 2014 –7

This will apply to many families that have services through Life Patterns Inc. Back in 2014, this notice was to provide information on how the federal income tax was to treat certain payments to individual care providers under state Medicaid HCBS Waivers for reporting requirements. It states that some payments may be excludable from income. Please talk to your tax preparer to see if you are eligible to exclude your income for the 2023 Tax Year from Federal Income tax.