



LIFE PATTERNS
INC.



Life Patterns Lowdown

AuthentiCare

With all the updates recently to the AuthentiCare clock-in system, we want to take a minute to remind you about the Place of Services codes. There are only two codes listed that should be used by those working for an HCBS Self-Directed individual:

12 – Home

99 – Other place of service



No other Place of Service codes will be accepted. Choosing the wrong code could result in non-payment of time clocked in. If the worker chooses the wrong code, please reach out to us immediately to get that corrected.

In this newsletter you can expect:

- AuthentiCare
- Background Check Policy
- Tax Information
- Spring Break
- W2 Information
- Federal Budget
- KanCare Updates
- Office Hours

BACKGROUND CHECK RE-RUN POLICY

New hires must clear five different background checks with the State of Kansas before they can be hired and paid through the HCBS program. These are completed and paid for by Life Patterns Inc. It is State-mandated that these background checks be re-run every two years after the date of hire.

Background check forms will be mailed or sent to the individual receiving services, or their representative, for the workers to complete. Failure to return these requested forms by the due date listed in the attached letter will result in the worker not being able to work until they re-clear them again. Please take note of all correspondence from Life Patterns Inc, and address as requested, to mitigate gaps in services.

TAX INFORMATION

The deadline to file your 2024 taxes is April 15th, 2025.

IRS Notice 2014-7

This is not new information but likely to apply to some of our families. 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 payments may be excludable from income. Please talk to your tax preparer to see if you are eligible to exclude your income for the 2024 Tax year from Federal Income tax.

SPRING BREAK HOURS & PLANNING FOR NEW ATTENDANTS

As we patiently wait for spring to come, there is an opportunity for planning. Spring break is just around the corner and will be here in a moment. If you and your family have any plans during this time that would require a new attendant, don't wait for the last minute to get the process started.

Our hire packets can be found on our website at www.lifepatternsks.org, they can be picked up at our locations in both Topeka and Montezuma, and we can email them to you directly.

Once we receive a completed packet (with the **original I9** form received by your respective office with Life Patterns), we will start the background checks for your new worker. Background checks can take four days to two weeks to come back. When those are cleared, your worker will be assigned a worker ID to begin clocking in with. There is no back pay for time worked before a worker ID is assigned.



2025 W2 Information

Life Patterns Inc. sent all 2024 W2s out on January 27. If your workers did not receive theirs and have moved without sending us an address change form, please have them complete one and return to us immediately. Those forms can be found on our website: www.LifePatternsKS.org.

Forms can be sent to:

Topeka Office

3300 SW 29th St, Ste 100

Topeka, KS 66614

Fax: 785-273-3816

Email: hire@lifepatternsks.org

Montezuma Office

PO Box 418

Montezuma, KS 67867

Fax: 620-846-2340

Email: cristina@lifepatternsks.org

2024 W2s are available where paystubs are accessed on our website. This will be the quickest way for someone who has lost or never received their W2 to get it. If your worker has never accessed their paystubs and needs access, they can reach out to have the information to set that up emailed to them.

If there is no way for the worker to access our paystub portal and they need to have the W2 reprinted, then they can contact our office to have that done, as long as we have the correct address on file. Reprints will start on Friday, March 7, and will be done weekly after that.

Federal Budget Proposal may affect Medicaid

The Federal Government has put forth a budget draft that will cut funding, and this could affect Medicaid programs, according to Politico, a global news outlet. This could shift the costs of Medicaid Services directly to the states, likely forcing them to cut rates or reduce services.

Congress is a representative body of government and depends on hearing from its constituents when making decisions and voting on matters. Your voice is very important and makes a difference! Be sure to engage with Congress Representatives to protect Medicaid and the services individuals rely on.



KANCARE UPDATES

There are many updates that the State of Kansas is working with CMS (Center for Medicaid Services) on. This includes processes that the CDDO uses to determine eligibility for HCBS services and much more. We will pass on any new pertinent information to you as we acquire it.

InterHab

Meanwhile, in order to best keep up with any discussions and information, a great resource is InterHab: www.interhab.org. InterHab works with families to help improve the lives of those with intellectual and developmental disabilities. They work with lawmakers to secure funding, and work with local communities for employment opportunities for those with IDD services.

Advocacy Day—March 10th, 2025

Advocacy Day is an annual event for attendees to call on the legislature to enact laws and policies to help serve Kansas individuals at the state capital in Topeka.



OFFICE HOURS

Life Patterns offices will be closed February 17th in observance of President's Day.