

LIFE PATTERNS INC.

Life Patterns Lowdown

In this issue:

- * W2—2025
- * Tax Information
- * Office Hours
- * Hire Packets
- * AuthentiCare

Tax Information

The deadline to file your 2025 taxes is April 15th, 2026.

IRS Notice 2014-7

This is a notice from the IRS that directs how federal income tax is to treat certain income for care providers under state Medicaid HCBS waivers. It says that income may be excluded from federal income tax reporting if the worker lives with the individual receiving services.

Please talk to your tax preparer to see if you are eligible to exclude your income for the 2025 tax year.

W2 Mailed Out

Life Patterns mailed all W2s out the last week in January. They are also available to view and print from the paystub portal on our website.

If you have not received your W2 by the beginning of March and need us to reprint and/or remail it, please contact our office to assure that we have the correct address, and if you need to update it, you will need to complete a change of address form and return to us before we will remail your W2.

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



OFFICES CLOSED

Our Offices will be closed for President's Day

February 16th

Hiring New Workers

Our hire packets can be found on our website www.lifepatternsks.org/support-workers. They can also be picked up at our offices both in Topeka and Montezuma, and we also can email them directly to you.

Once we receive a completed packet (with the original I9 form in the office), we will start the background checks for your new worker. Background checks can take up to a week or longer to complete. When those come back clear, your worker will be assigned a worker ID to begin clocking in and out. There is no back payment for the time worked before a worker ID is assigned.

Current Workers

Workers need to clear the required background check every 2 years in order to continue working. Our office staff will send new forms out to members for their workers to fill out when that time comes. Please send it back before the deadline noted in the attached letter.

If you have workers who are no longer currently working, please let us know. If you worker has a new address, please go to our website to obtain an Address Change Form to fill out and send it to our office: www.lifepatternsks.org

Completed forms can be mailed or emailed to:

Topeka— Hire@lifepatternsks.org

Montezuma— Eva@lifepatternsks.org

Location of Service

The State of Kansas is cracking down on all kinds of things, and the location of services is one of them, so here are a few reminders of when Medicaid will NOT pay for services:

- no one should be clocked in while the HCBS participant is admitted into the hospital.
- no one should be clocked in while outside of the United States. **This includes cruises.**