

Customized Support Newsletter

Fiscal Support Fraud

Fraud has been in the papers a lot lately - below is a definition as defined by the Department of Human Services and the Attorney General's office:

Minnesota Statutes provide that "theft of public funds," no matter what the amount, is a felony. That means falsely submitting even 15 minutes of paid support is considered fraud. Lifeworks Services works closely with the Minnesota Medicaid Fraud Unit to help ensure the integrity of our program. Examples of fraud include, but are not limited to: knowingly submitting timecards for services not provided or submitting time when the client was in the hospital or a care facility. Possible penalties for felony-level fraud include, but are not limited to, disqualification from working at an MA/MC funded job for five years, repayment of stolen funds, or jail time.

Timecard Submission

Please remember to submit timecards for all employees, signed by both the employee and the support manager, according to the Lifeworks pay date schedule. Timecards must be submitted at a minimum of once a month.

Re-hiring Employees

In your family manual, the following will replace the existing section on re-hiring employees. Please review.

If you are re-hiring an employee and the employee's last day worked was over 9 months ago, the employee must fill out a new employee packet. A new background study will be required and the employee cannot start working until the background study is complete. Employees will automatically be terminated if they haven't submitted time in over 9 months.

Updating Phone Numbers and Addresses

As referenced in the employee handbook on page 27, please review our policy for changing phone numbers and addresses below:

Lifeworks is required to keep phone numbers and addresses up to date for all clients and employees. If you or your staff have any changes in phone or address, please contact the human resources coordinator by e-mail at rgillman@lifeworks.org or fax the information to 651-454-3174, "Attention Human Resources." You may also update this information through the web portal system.

Reminder: Enforcement of I-9 Policy

As of November 1, 2009, the policy for completing I-9 forms was changed. Support managers now have the responsibility to view each new staff's original documents and sign off on the I-9 verifying that the documents were viewed. If a support manager is also the employee, he or she cannot sign off on the I-9, rather the support manager has the option of:

- 1) having a co-support manager in place to sign the documents,
- 2) taking the form to a notary to be notarized
- 3) or visiting Lifeworks Administration at 2965 Lone Oak Drive, Suite 160, Eagan, MN to have your coordinator, as an authorized representative, sign the I-9 form.

The acceptable documents for identification verification are listed on the back of the I-9 form. Please call Lifeworks Human Resources with any questions, 651-365-3709.



Customized Support client Adam with Lifeworks
Qualified Professional Maggie Warner.

Change in Reimbursement Request form

All drivers must read and sign the transportation disclaimer at the bottom of the new form. Transportation Disclaimer: "I certify that the above transportation miles are accurate, I have a valid driver's license, and that I carry the minimum insurance coverage as required by the State of Minnesota on the vehicle(s) used for all claimed mileage." Statutory Insurance Requirements: Lifeworks recommends that all employees have liability limits of \$100,000 per person, \$300,000 per occurrence, \$50,000 per vehicle/property, or a combined single limit of \$300,000.

Portal Prize Winner

Wii Winner: Scott Petro
iPod Winner: Barbara Cioci
We also awarded a Lifeworks T-shirt and 9 \$10 gas cards!
Congratulations to all and thank you for entering your staff timecards online!

Lifeworks
A nonprofit serving
people with disabilities

**For more information about
Lifeworks Customized
Support, contact:**

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