**DEPARTMENT OF CHILDREN AND FAMILIES**

**VER**

Division of Family and Economic Security

**REQUEST FOR VERIFICATION**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m) Wisconsin Statutes].

|  |  |  |
| --- | --- | --- |
| Name      | Case Number      | Date      |
| You **must** give us verification of the items checked below for each person named below so that we can decide if you are eligible for Wisconsin Works (W-2) or a Job Access Loan (JAL). Your application may be denied if you do not provide verification by      . If you need help or more time, ask your worker. |

|  |  |  |
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| **Common items used for verification are listed on the back of this form.** |  | **Program:** |
| [ ]  **Social Security Number** for       or proof that application has been made |  | [ ]  W-2 [ ]  JAL  |
| [ ]  **Citizenship, Alien Status, Identity, Age** for      [ ]  **Wisconsin Residency** for      [ ]  **School Enrollment and Attendance** for       |  | [ ]  W-2 [ ]  JAL [ ]  W-2 [ ]  JAL [ ]  W-2 [ ]  JAL  |
|  |  |  |
| [ ]  **Assets:** savings, checking, life insurance, property, showing value(s) for       as of       |  | [ ]  W-2 [ ]  JAL  |
| [ ]  **Vehicles** for      [ ]  **Earned Income** for       for the months of       |  | [ ]  W-2 [ ]  JAL [ ]  W-2 [ ]  JAL  |
| [ ]  **Unearned Income** for        |  | [ ]  W-2 [ ]  JAL  |
| [ ]  **Student Loans and Grants** for       |  | [ ]  W-2 [ ]  JAL  |
|  |  |  |
| [ ]  **Other**       |  | [ ]  W-2 [ ]  JAL  |

I understand that it is my responsibility to provide the required verification. **If I cannot provide it, I must notify my worker**, who may be able to assist me. If I don’t cooperate in getting the required verification, I understand that my application may be denied. I have read and understand this request for verification.

|  |  |  |
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| **SIGNATURE** – Participant (or Telephonic Signature Interaction ID)      |  | Date Signed      |
| **SIGNATURE** – Agency Representative      | Date Signed      | Date Mailed to Participant      |

**RETAIN COMPLETED FORM IN CASE FILE**

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| **SUGGESTED ITEMS TO USE FOR VERIFICATION**This is a list of common verification sources. If you cannot provide any of the sources listed, contact your worker. |
| **Social Security Number (SSN) or Proof of Application** * Copy of your Social Security card
* Any document from the Social Security Administration showing your SSN
* Tax document showing your SSN
* Copy of an Application for a Social Security Card (Form SS-5)
* For newborns only: Hospital discharge letter that references SSN application

**Citizenship, Non-Citizen Status** * U.S. birth certificate
* Certificate of Citizenship
* Certificate of Naturalization
* Tribal records
* U.S. passport

**Identity*** U.S. passport
* Driver’s license or most other photo IDs
* Tribal records

**Age*** Birth certificate
* Driver’s license
* U.S. passport

**School Enrollment*** Statement from school
* Report card
* Registration documents

**Wisconsin Residency*** Lease/rental agreement
* Mortgage statement
* Statement from landlord
* Utility bill that includes name and address
 | **Earned Income**1. Pay stubs from the last 30 days
2. Employer Verification of Earnings (EVE) form filled out and signed by your employer
3. A statement from your employer stating pay frequency, hourly pay, and average hours per pay period
4. For self-employment, the Self-Employment Income Report forms or tax forms

**Unearned Income**1. Current statement or document with source type and amount
2. Check stubs
3. Tax forms

**Student Loans or Grants**1. Grant letter
2. Award letter
3. Expense receipt

**Assets**1. Credit union or bank statement showing current balance
2. Statement from the financial institution or investment company
3. Trust agreement
4. Copy of bonds
5. Real estate title or deeds

**Vehicles**1. Vehicle title
2. Vehicle registration documents
3. Statement from a car dealer
4. Loan documents
5. Sales receipt
6. Statement from the State Division of Motor Vehicles

**Other:****If you do not understand what other verification you need to provide or cannot obtain the items requested, please contact your worker.** |