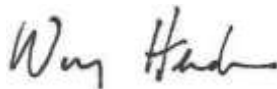


To: DCF Area Administrators  
Child Placing Agency Directors  
Child Welfare Agency Directors  
County Departments of Community Programs Directors  
County Departments of Developmental Disabilities Services Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Group Home Providers  
Tribal Social Service/Indian Child Welfare Directors  
Private Child Placing Agencies  
Residential Care Center Providers  
Shelter Care Providers  
Tribal Chairpersons

From: Wendy Henderson  
Administrator



**Re: Updated Process for IRS Form 1095-B for Tax Year 2020**

#### **PURPOSE**

The purpose of this memo is to give agencies notification of the updated process for individuals to request the IRS Form 1095-B, Health Coverage for tax year 2020. The IRS Form 1095-B was automatically sent in tax years 2015-2018. Just like tax year 2019, for tax year 2020 the child's caregiver will need to request this form for a child currently or previously in their care if they need it for tax purposes.

#### **BACKGROUND**

The Federal Government requires the State of Wisconsin to make an IRS Form 1095-B available to every person in Wisconsin who had health care coverage from BadgerCare Plus, Medicaid, or another State of Wisconsin healthcare program that provided minimum essential coverage at any time in 2020. Households that file taxes may need to use the information on the IRS Form 1095-B to answer coverage related questions on their IRS Form 1040, US Individual Income Tax Return. The IRS Form 1095-B is not required to be filed with the IRS Form 1040 but members who file taxes should keep their IRS Form 1095-B and any tax dependents' IRS Form 1095-B for their records.

#### **INFORMATION SUMMARY**

The State of Wisconsin is required to make IRS Form 1095-B available to all individuals who were enrolled in a Medicaid plan that meets the criteria to be considered minimum essential coverage at any time during the year, including children receiving Foster Care Medicaid in 2019.

Members must request a copy of the IRS Form 1095-B from DHS if one is needed for tax filling purposes. The 2020 IRS Form 1095-B will be available to request beginning in mid-January 2021.

Members can request a copy of their 1095-B tax form:

- **By phone:** 1-866-667-9419
- **By e-mail:** [memberservices@wisconsin.gov](mailto:memberservices@wisconsin.gov)
- **By mail:** Attn: Member Services 1095-B  
313 Blettner Boulevard  
Madison, WI 53714
- **In person at their local Income Maintenance (IM) Agency:**  
<https://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm>

When requesting a copy of the 1095-B tax form, members should make sure to have all of the following information available:

- The requestor's full name,
- The full name of the member whose form is being requested,
- The member's Medicaid ID number or Social Security number,
- The member's date of birth, and
- The address where the 1095-B form needs to be mailed.

If all of the above information is not made available when requesting a copy of the form, DHS may not be able to send the copy of the 1095-B form to the requestor.

If an out-of-home care provider or parent/guardian requests a copy of the 1095-B form, they may not be able to directly obtain the form if the child is flagged in ForwardHealth interChange as a child in out-of-home care. For confidentiality reasons, the 1095-B form will not be directly released to the caller unless the caller is listed on the case for the child for whom they are requesting a form. If the relationship cannot be verified through the information on file, the agent may send the letter to the appropriate child welfare agency. The Department of Health Services (DHS) will send the form to the county agency with the attention line of "1095-B Tax Form" so that the county can protect any sensitive information from the individual requesting the form, if necessary. It may take 5-7 days for the agency to receive the form. The person requesting the form must then obtain the form from the child welfare agency. Agencies are encouraged to review the form for confidential information that may need to be redacted before providing the requested form to that individual.

DCF and DHS do not provide tax advice. Questions regarding the ability to claim a child in out-of-home care as a dependent for tax purposes should be directed to the person's tax professional. For additional information about the 1095-B form, visit <https://www.dhs.wisconsin.gov/forwardhealth/form1095b.htm>.

Agencies are encouraged to work with out-of-home care providers and parents/guardians to assist in ensuring appropriate individuals request the 1095-B form if needed for tax purposes.

REGIONAL OFFICE CONTACT: DCF Area Administrator

CENTRAL OFFICE CONTACT: Program and Policy Analyst  
Bureau of Permanency and Out-of-Home Care  
(608) 422-6751

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>