

REQUEST FOR VERIFICATION

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

Participant Name	Case Number	Date
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You **must** give us verification of the items checked below for each named person so that we can decide if you are eligible to receive Wisconsin Works (W-2), FoodShare (FS), Child Care Assistance (CC), BadgerCare Plus (BC+), or Medicaid (MA) and the amount of your benefits or payments. If you do not give us the requested verification by ___/___/___ for W-2, or ___/___/___ for other programs, your application may be denied or your benefits may be reduced or discontinued. If you need help ask your worker.

Suggested Items to Use for Verifications are listed on the back of this form

Program Needed For:

- Social Security Number** for _____ proof that application has been made. W-2 MA CC FS BC+
- Citizenship, Alien Status, Identity, Age** for _____ W-2 MA CC FS BC+
- Relationship** of _____ to _____ W-2 MA CC FS BC+
- School Enrollment** for _____ W-2 MA CC FS BC+
- Residence / Shelter Costs** \$ _____ **Utility Expense** \$ _____ W-2 MA CC FS BC+
- Gross Earned Income** for _____ for the months of _____ W-2 MA CC FS BC+
- Gross UnEarned Income** for _____ for the months of _____ W-2 MA CC FS BC+
- Student Loans and Grants** for _____ W-2 MA CC FS BC+
- Assets:** savings, checking, life insurance, property, showing values(s) as of _____ W-2 MA CC FS BC+
- Vehicles** for _____ W-2 MA CC FS BC+
- Other** _____ W-2 MA CC FS BC+

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 fail to cooperate in obtaining required verification, I understand that my eligibility may be denied or my benefits may be reduced or discontinued. If I fail to verify an expense I claim, such as child care, rent or utilities, the expense will not be counted in deciding my eligibility or amount of benefits. I have read and understand this request for verification.

_____ SIGNATURE – Participant	_____ Date Signed
_____ SIGNATURE – Agency Representative	_____ Date Signed
	_____ Date Mailed to Participant

RETAIN COMPLETED FORM IN CASE RECORD

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)

- Social Security Card
- Social Security Administration Award letter (SSI/SSDI)
- Receipt for SSN application

Citizenship, Alien Status, Identity, Age

- Birth certificate/adoption papers
- Hospital/medical records
- Military records
- Church/baptismal records
- Naturalization papers
- Passport
- Immigration Service form I-94 or I-551 or I-151

Relationship

- Same sources as Citizenship, Alien Status, Identity, Age (above)
- School records
- Court records
- Marriage certificate
- Divorce/separation papers
- Death certificate

School Enrollment

- Letter from school
- Report card
- Diploma
- Certificate of completion from General Educational Development Diploma (GED) or high school equivalency program (HSED)

Residence / Shelter Costs

- Lease
- Landlord inquiry form
- Rent receipt with landlord's name and phone number on it
- Mortgage statement
- Real estate tax statement

Utility Expense

- Utility bill
- Phone bill
- Lease
- Statement from utility company
- Landlord inquiry form

Child Care Expenses

- Signed statement from child care provider
- Receipts or bills

Medical Expenses

- Financial statement from health care provider
- Receipts or bills

Medical Insurance

- Copy of policy or statement
- Copy of insurance card

Child Support Received or Paid

- Court order
- Payment record
- Child support payment check stub

Earned Income

- Employer inquiry form
- Check stubs for the period listed on the front of the form
- Employer's wage statement

Self Employment Income

- IRS tax return for self employment
- Self employment records
- Self Employment Income Report Forms (ask your worker)

Unearned Income

- Social Security Administration Award letter (SSI/SSDI)
- Unemployment Insurance notice
- VA Benefits Award letter
- Pension award letter
- Worker's Compensation notice
- Disability insurance letter
- Child support court order/payment record
- IRS tax forms

Student Loans and Grants

- Financial Aid Award letter
- Student Financial Aid Report (SFAR)
- Expense statement from school
- Receipt - date aid received and amount
- School expense receipts

Assets

- Bank statements
- Stocks or bond certificates
- Certificate of deposit or IRA statements
- Deeds or titles
- Life insurance policies or statements
- Burial/funeral trust agreements
- Real estate tax form

Vehicles

- Title or registration
- Loan papers/sales receipt
- Statement from car dealer

Other:

If you do not understand what other verification you need to provide or cannot obtain the items requested, notify your worker.