

**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 Verification are listed on the back of this form**

**Program Needed For:**

- Social Security Number** for \_\_\_\_\_ proof that application has been made.
- Citizenship, Alien Status, Identity, Age** for \_\_\_\_\_
- Relationship** of \_\_\_\_\_ to \_\_\_\_\_
- School Enrollment** for \_\_\_\_\_
- Residence / Shelter Costs** \$ \_\_\_\_\_ **Utility Expense** \$ \_\_\_\_\_
- Gross Earned Income** for \_\_\_\_\_ for the months of \_\_\_\_\_
- Gross Unearned Income** for \_\_\_\_\_ for the months of \_\_\_\_\_
- Student Loans and Grants** for \_\_\_\_\_
- Assets:** savings, checking, life insurance, property, showing value(s) as of \_\_\_\_\_
- Vehicles** for \_\_\_\_\_
- 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.

Participant Signature	Date Signed	
Agency Representative Signature	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.**