DEPARTMENT OF CHILDREN AND FAMILIES
Division of Family and Economic Security

DEPARTMENT OF HEALTH SERVICES
Division of Health Care Financing

WHAT TO BRING WITH YOU

Eligibility for Wisconsin Works (W-2); Child Care Assistance (CC); FoodShare Wisconsin (FS); Elderly, Blind or Disabled Medicaid (EBD), BadgerCare Plus (BC+) and Caretaker Supplement (CTS) cannot be determined until you give proof of certain required information. Suggestions for ways to show proof and which programs require that proof are listed below. Bring as many items on the list as you can to your interview. If you do not cooperate in providing the information or proof we need, your application may be denied. Tell us what items you are not able to get so we can help you get them. Depending on your situation, you may be asked to give proof of items not listed below. Your worker will give you a list of other proof that is needed.

DCF is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact (608) 266-3400 or (866) 864-4585 TTY (Toll Free).

√ = proof required **^ = proof required if self declared information deemed questionable** **# = required for child receiving CC**

Required Information	Suggested Ways to Give Proof	Program(s) Proof Requirement					
		EBD	BC+	FS	CC	CTS	W-2
Social Security Number (SSN)	Social Security card, award letter from Social Security Administration, hospital discharge letter referencing the newborn's SSN application, or receipt for SSN application	**Self-declared**			#	√	√
Citizenship, **Non-Citizen Status**	Passport, certificate of naturalization or citizenship, birth certificate, adoption papers, alien registration card, US Immigration form I-94, military ID card, hospital or medical records, nursing home admission record	^	√ *See end note	^	#	√	√
Identity	Passport, State or territory driver license, school records, certain U.S. American Indian or Alaska Native tribal documents, Written Affidavit (form HCF 10154), U.S. military card or draft record, U.S. Coast Guard Merchant Mariner card, identification card issued by state, federal or local government agency	^	^	√	√	√	√
Age and Relationship	Birth certificate, adoption papers, alien registration card, hospital or medical records, baptismal certificate, school records or ID, court records, marriage certificate, divorce or separation papers or death certificate	^	^	^	√	^	√
School Enrollment or Other Status	Letter from school, report card, diploma, GED certificate or high school equivalency diploma			^	√	^	√
Monthly Rent or House Payment	Current rent receipt with landlord's name and phone number on it, lease or mortgage papers, real estate property tax statement, homeowner's insurance statement	^		^			

Required Information	Suggested Ways to Give Proof	Program (s) Requiring Proof					
		EBD	BC+	FS	CC	CTS	W-2
Monthly Utility Expenses	Current utility and phone bills or statement from utility company	^					
Savings Accounts	Current credit union or bank statements	√					√
Checking Accounts	Current credit union or bank statements	√					√
Insurance Policies	Life insurance policy and the insurance company's statement on the policy's current cash value	√					√
Burial Assets	Burial trust agreements, contract or deed for vault, casket or plot, and statement showing current value	√					
Trust Funds	Trust agreement or court order	√					√
Other Savings or Investments Certificates of Deposit, Retirement Accounts (including IRA and KEOGH accounts), Stocks or Bonds	Statement from stockbroker, copy of bonds, or current bank, credit union or savings and loan statement	√					√
Real Estate	Deeds or titles, real estate receipts or tax records and statement of current value from local business	√					√
Residency	For FS, you can use any item that provides your address such as a Driver's License, mail to your address, rent receipt or a lease, etc. For CC you must be a Wisconsin resident and provide proof of address in the form of a lease agreement or utility bill listing the household's address. For W-2 you can use any item that proves Wisconsin residency.	^	^	√	√		√
Vehicles - cars, trucks, boats, campers, snowmobiles, and other motorized vehicles (For Medicaid, only if household owns more than one vehicle)	Car title or registration, written statement from car dealer, loan papers or sales receipt, or State Division of Motor Vehicle statement	√					√
Earned Income	All check stubs received in the last 30 days or a signed statement from your employer that includes gross earnings and pay dates expected for the next 30 days, Employer Verification of Earnings form.	√	√	√	√	√	√
Earned income (self employment)	Most recent income tax returns (including Schedules SE, F, or C) or bookkeeping records	√	√	√	√	√	√
Child Care Expenses	Signed statement from the child care provider or receipts and bills			^			
Student Loans, Grants, Scholarships and Fellowships	Financial aid award letter or receipt from the financial aid office showing date aid received and amount	√					

Required Information	Suggested Ways to Give Proof	Program (s) Requiring Proof					
		EBD	BC+	FS	CC	CTS	W-2
Unearned Income: Unemployment Insurance Disability Insurance, Social Security, Retirement, Veteran's Benefits, Military Allotments	Award letter or copy of last check	√	√	√	√	√	√
Child Support (Received or Paid in a state other than Wisconsin)	Court order or payment record from other state	√	√	√	√	√	√
Pregnancy	Statement from doctor with estimated due date		√				
Incapacitation	A doctor's statement			√			
Property: Land, Stocks, Bonds, Cash, Vehicles, etc. sold, traded, transferred or given away in the last 36 months	Deeds, sales agreement, contract or title, or dated and signed sales slip	√				√	
Guardianship/Power of Attorney	Court orders, POA Agreement	√	√	√	√		

- Questionable US citizenship is verified. Verification of non-citizen status is required.

Wisconsin Department of Children and Families