

Telephonic Signature – CCA Script for W-2 Request for Assistance

Telephonic Signature ID

In order to set your application date, we will record the next portion of this call and keep it on file.

Signing Your Application Registration

I will now read a summary of the information you have provided and record your verbal signature. This is done to confirm what you said, and make sure you understand everything we have discussed. Please listen carefully and let me know if any of the information needs to be changed.

Summary of Your Requests

You have requested the following programs:

- Wisconsin Works (W-2)

I will now read you a list of statements. After I read these statements, I will ask you to confirm that you understand and agree to each statement. If you have any questions or concerns with any of these statements, please feel free to interrupt at any time.

Use of Social Security Number

You must give a Social Security number for each person in your family who receives assistance. You may need to provide proof that a person who does not have a Social Security number has applied for one.

State law requires you to give a Social Security number or apply for a Social Security number to determine your family's eligibility for W-2. The number you give to the agency will be verified through a computer matching program to ensure compliance with program regulations and management.

Telephonic Signature

- We will provide you with a written summary of your application registration. You are required to review it and notify us within 10 calendar days if you see anything that is not correct. If your child or children move out of your home, you must notify us within 5 working days. If you do not contact us, we will assume that you agree with everything recorded on the application registration.
- You may need to provide proof of your answers. By telephonically signing this application registration, we are authorized to contact any person or organization to obtain needed information in order to determine if you can receive W-2 services. You received or will be sent the What to Bring With You brochure to tell you what to send for verification.
- We will tell you in writing within 30 calendar days whether you are eligible.
- You will meet with a Resource Specialist on the day you sign this registration form or the next work day. Payments or services may begin effective the date of your placement in a W-2 employment position
- There are penalties for giving false information or breaking the rules.
- This agency cannot discriminate on the basis of race, color, national origin, sex, age, disability, or religious or political beliefs. Your Civil Rights will be upheld.
- Your private information will be treated confidentially.

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- If you have a disability, you may request information about your W-2 services in a different format.
- You will be required to cooperate with the Child Support agency in order to participate in W-2.
- By signing this application registration for W-2, you are also applying for Child Support Services.
- You have the right to request a Fact Finding if you disagree with the agency actions regarding your W-2 services.
- The Wisconsinjobcenter.org is available to you and it is the largest source of job openings in Wisconsin. To find a Job Center location near you, call 1-888-258-9966.
- You received or will be sent the Benefits and Services Offered at the Wisconsin Works (W-2) Agencies brochure to tell you what benefits may be available to you and your family.

Do you certify, under penalty of law and perjury, that you understand the questions and statements read to you, and your answers are correct and complete to the best of your knowledge?

Completing the Signature

A signature over the phone has the same legal effect and can be enforced in the same way as a written signature. Would you like to sign this W-2 application registration over the phone?

Please state your full legal name, today's date and the current time.