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State of Wisconsin  
Governor Scott Walker



TO: **W-2 Agencies  
Training Staff**

FROM: Margaret McMahon, Director  
Bureau of Working Families  
Division of Family and Economic Security  
Department of Children and Families

**BWF OPERATIONS MEMO**

No: 18-05

DATE: 04/05/2018

W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	RAP	<input type="checkbox"/>	Other EP	<input type="checkbox"/> *

**SUBJECT: *Wisconsin Funeral and Cemetery Aids Program (WFCAP) and W-2 Participants***

**CROSS REFERENCE:** [W-2 Policy Manual, 19.5 Burial Reimbursement Wisconsin Department of Health Services, Division of Medicaid. Wisconsin Funeral and Cemetery Services](#)

**EFFECTIVE DATE:** Immediately

**PURPOSE**

This memo is to provide policy clarifications on the Wisconsin Funeral and Cemetery Aids Program (WFCAP), administered by the Wisconsin Department of Health Services (DHS), Division of Medicaid Services, for purposes of serving W-2 participants.

**BACKGROUND**

WFCAP is an assistance program for service providers who offer funeral, cremation, and cemetery services to eligible decedents, whose services are not fully compensated by the decedent's estate, family, or other resources.

WFCAP is a payer of last resort; therefore, funeral, cemetery, and cremation service providers are required to make a reasonable effort to exhaust all other funding sources before submitting a WFCAP application.

**POLICY****CURRENT POLICY**

W-2 participants are eligible for reimbursement for funeral and cemetery expenses from the WFCAP when the estate of the deceased individual does not have the sufficient funds to cover the cost.

**POLICY CLARIFICATION**

WFCAP may reimburse funeral, cemetery, and cremation service providers for funeral, cremation, and cemetery services to certain decedents whose services are not fully compensated by the decedent's estate, family, or other resources. If the decedent is in a W-2 paid placement at the time of his or her death, the funeral, cremation, or cemetery services provider may apply for the WFCAP payment for unmet expenses. Only the funeral, cemetery, and cremation service providers can submit a WFCAP application.

Attached to this memo are revisions to W-2 Manual Section 19.5. DCF will update this section with the next W-2 Manual release.

**CARES WORKER WEB (CWW)**

There are no changes to CWW.

**ATTACHMENTS**

[W-2 Manual Section 19.5 Burial Reimbursement](#)

**CONTACTS**

For W-2 Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For W-2 CARES Processing Questions: W-2 Help Desk

DCF/DFES/BWF/TT