

4.1.2 Information Requiring Eligibility Verification

The chart below provides a list of eligibility criteria along with suggested sources of allowable verification. The list of sources to verify an eligibility item is not exhaustive, but provides a sampling of the possible sources.

FEPs must verify identity, Social Security number, birth date, and citizenship only once per lifetime of the case. (See 4.1.4) FEPs must verify other eligibility criteria at every eligibility review and when new information is reported or received through a data exchange. FEPs must conduct eligibility reviews at least every 6 months. If valid verification documentation already exists via data exchange or in the Electronic Case File (ECF), do not request additional verification. For example, if a legible copy of the applicant's current lease is in the ECF, rather than pend the case for additional verification of Wisconsin residency, FEPs must use this existing documentation to verify Wisconsin residency.

Eligibility Criteria	Suggested Sources of Verification	ECF Code
Identity (verify identity only once)	Driver's License State Issued ID Card Student ID Card US Government ID Card Military ID Card Native American ID Card or other tribal membership documentation issued by a Federally recognized tribe Any photo ID document issued by USCIS US Passport Any unexpired immigration document Any other reliable document that verifies identity	ID
	Data exchange from the Social Security Administration for certain applicants as described in Operations Memo 10-75	Not applicable

	SC (SSI-MA or Medicare Recipient) or MB (Medicaid Birth Claim) when entered by the IM Worker	
Birth Date (verify birth date only once)	<p>Certified copy of Birth Certificate (must be marked "For Administrative Use")</p> <p>Hospital Birth Record</p> <p>Driver's License</p> <p>US Passport</p> <p>State Issued ID Card</p> <p>Certificate of Naturalization (must be marked "For Administrative Use")</p> <p>Certificate of Citizenship (must be marked "For Administrative Use")</p> <p>Native American ID Card or other tribal membership documentation issued by a Federally recognized tribe</p> <p>CARES birth query (Wisconsin Births only)</p> <p>Any unexpired immigration document</p> <p>Any other reliable document that verifies birth date</p>	ID
<p>Wisconsin Residency (verify residency at application and thereafter only if questionable)</p> <p>Reminder: Do not require residency verification for homeless or migrant assistance groups newly arrived to the area.</p>	<p>Landlord inquiry or current lease</p> <p>Utility bill for water, gas, electricity, or telephone that includes name and Address</p> <p>Mortgage receipt</p> <p>Subsidized housing program approval</p> <p>Weatherization program approval</p> <p>Signed statement from a shelter or individual providing temporary residence</p>	SUE

	Pay check stub including name, address, employer's name, address and phone number	EI
	Wisconsin Driver's License Wisconsin ID card	ID
	Wisconsin Motor Vehicle registration	VI
	School registration record	WLCM or SCHL, as appropriate
	Any other reliable document that verifies Wisconsin residency	WMSC, or as appropriate
U.S. Citizenship (verify citizenship only once)	Certified copy of Birth Certificate (must be marked "For Administrative Use") Baptismal Certificate if place of birth is shown Hospital Birth Record Native American ID Card or other tribal membership documentation issued by a Federally recognized tribe Certificate of Naturalization (should be marked "For Administrative Use") Certificate of Citizenship (should be marked "For Administrative Use")	ID
	Data exchange from the Social Security Administration for certain applicants as described in Operations Memo 10-75 **CARES birth query (Wisconsin Births only) SC (SSI-MA or Medicare Recipient) or MB (Medicaid Birth Claim) when entered by the IM Worker	Not applicable

Qualifying Non-Citizen Status	Please see W-2 Manual Chapter 2.4.1.1	ID
Marital Status (verify only if questionable)	Certified copy of Marriage Certificate (must be marked "For Administrative Use")	LEGAL
	Judgment of Divorce	
Custody of Children (verify only if questionable)	Court order	LEGAL
	** KIDS child support disbursement query	Not applicable
Social Security Number (SSN) (verify only once)	**Data Exchange verifying verbal statement of individual's SSN Note: This is the preferred form of verification for SSN. If the data exchange returns a "V-Verified" from the SSA, there is no need to scan paper verification into ECF.	Not applicable
	The following documents may be used as verification if the data exchange is unavailable or results in a discrepancy and must be scanned into ECF: Social Security Card Pay stub displaying the Social Security number W-2 Tax Form displaying the Social Security number Other reliable documents displaying both the name and SSN	SSN
SSN Application Date (verify only if individual does not have SSN)	Form SS-5, Application for Social Security number SSA Document (e.g. receipt for SSN Application)	SSN

	<p>Other Written Statement or Agency Form stating that the individual has applied for an SSN</p> <p>For newborns only: Hospital discharge letter (must specifically reference the application for a SSN)</p>	
	<p>For exempt qualified non-citizens: See 2.7.1 and Ops Memo 16-14</p>	Not applicable
Earned Income	<p>Dated check stubs for the past 30 days</p> <p>Letter from employer stating pay frequency, rate per hour, and average hours per pay period.</p> <p>Income tax return for the previous tax year</p>	EI
	<p>Self-employment business tax records</p> <p>Self-employment Income Report DHS form F-00107</p>	SEI
	<p>Any other document that verifies earned income</p>	SEI or EI as appropriate
	<p>**CARES data exchange</p>	Not applicable
Unearned Income	<p>Social Security Award Letter</p> <p>Unemployment Compensation Award Letter</p> <p>Divorce paperwork identifying a financial settlement</p> <p>Documentation of Court Awarded compensation</p> <p>Compensation Award Letter</p> <p>Veteran's Administration Award Letter</p> <p>Any other document that verifies unearned income</p>	UI
	<p>** CARES data exchange</p>	Not applicable

Financial Accounts* (e.g. Savings, Checking, Prepaid Debit Cards, etc.)	Current financial, bank, credit union, or loan statement *Note: Do not verify closed accounts or cards	BNK
Insurance Policies	Life insurance policy and the insurance company's statement on the policy's current cash value	LIP
Trust Funds	Trust agreement Court order	AST
Other Savings or Investments Certificates of Deposit, Retirement Accounts (including IRA and KEOGH accounts), Stocks or Bonds	Statement from stockbroker	AST
	Copy of bonds	SB
	Current bank, credit union or savings and loan statement	BNK
Real Estate	Deeds or titles Real estate receipts or tax records Statement of current value from local business	AST
Vehicles Cars, trucks, boats, campers, snowmobiles, and other motorized vehicles	Car title or registration Written statement from car dealer Loan papers or sales receipt State Division of Motor Vehicle statement	VI
Pregnancy	Medical statement from a doctor or other qualified medical provider (not allowed for At Risk Pregnancy). At Risk Pregnancy (ARP) Medical Information/Verification form (4070) or a letter from a physician on the physician's letterhead that contains all the information listed in 7.4.6.2.	See 4.4.6

<p>School Enrollment Status Required for children subject to Learnfare (See 16.2.3) and for a Dependent 18 Year Old</p>	<p>Report Card Statement from school or school district* Any other document that verifies school enrollment status* *Note: Verification for Dependent 18 Year Olds must include expected graduation date.</p>	<p>WLCM for Learnfare SCHL - for Dependent 18 Year Olds</p>
<p><u>Proof of a current and valid driver's license.</u> <u>Required for a JAL for the purchase or repair of a vehicle.</u></p>	<p>State of Wisconsin Department of Transportation's webpage, "<u>Check driver license information</u>" statement. Please see W-2 Manual Section <u>17.2.1.3.</u></p>	<p><u>VI</u></p>
<p><u>Proof of motor vehicle liability insurance.</u> <u>Required for a JAL for the purchase or repair of a vehicle).</u></p>	<p><u>Printed or electronic documentation showing proof of motor vehicle liability insurance.</u> Please see W-2 Manual Section <u>17.2.1.3</u></p>	<p><u>VI</u></p>
<p><u>Proof of permission from a probation, parole or extended supervision agent to purchase a vehicle.</u> <u>Required for a JAL for the purchase of a vehicle.</u></p>	<p><u>A note on Department of Corrections letterhead or an e-mail sent via the state e-mail system to the FEP by a probation, parole, or extended supervision agent.</u> Please see W-2 Manual Section <u>17.2.1.3</u></p>	<p><u>VI</u></p>

** Do not scan these items. Verification for these items is available via CARES queries and data exchanges.