Operations Memo 18-22 Attachment 2. (Note: This new W-2 policy is effective October 27, 2018.)

W-2 Manual Chapter 4: Case Processing Requirements

4.1.2 Information Requiring Eligibility Verification

Eligibility Criteria	Suggested Sources of Verification	ECF Code
Birth Date (verify birth date only once)	Certified copy of Birth Certificate (must be marked "For Administrative Use") Hospital Birth Record Driver's License US Passport State Issued ID Card Certificate of Naturalization (must be marked "For Administrative Use") Certificate of Citizenship (must be marked "For Administrative Use") Native American ID Card or other tribal membership documentation issued by a Federally recognized tribe CARES birth query (Wisconsin Births only) Any unexpired immigration document Any other reliable document that verifies birth date	ID
	State Online Query Internet (SOLQ-I) data exchange (SSA Verification field is V – VERIFIED) NB (Continuously Eligible Newborn) code when entered by an IM Worker MB (Medicaid Birth Claim) code when entered by an IM Worker	Not applicable

| Wisconsin Residency (verify residency at application and thereafter only if questionable)

Reminder: Do not require residency verification for homeless or migrant assistance groups newly arrived to the area. <u>For all other W-2 Groups, verify residency only for the primary person.</u>	Landlord inquiry or current lease Utility bill for water, gas, electricity, or telephone that includes name and address Mortgage receipt Subsidized housing program approval Weatherization program approval Signed statement from a shelter or individual providing temporary residence	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

Identity (verify identity <u>only for all adults in the W-2 Group and</u> only once)	Driver's License	ID
	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	
	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	

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