

ROSS
7800 W BROWN DEER RD STE 200
MILWAUKEE, WI 53223-1915



**State of
Wisconsin**

PIN
1234567890

W-2 Agency Worker:
WORKER NAME
Phone: (608) 555-5555

Date: 10/20/2021

000002
APPLICANT NAME
12345 E STREET ST
MADISON, WI 53703-1610

The State of Wisconsin is an equal opportunity service provider. If you need this material in a different format because of a disability, or if you need this letter translated or explained in your own language, please call the number below. These services are free.

LIFE Program: 608-535-3665

TTY: 711

Living Independently through Financial Empowerment Notice of Eligibility

This notice tells you about your eligibility for the Living Independently through Financial Empowerment (LIFE) program. If you have questions, please call the number listed at the top of this page.

Your request for help from the LIFE program has been **approved** as of October 19, 2021. You are eligible for \$3,500, paid over 3 months:

Month 1: \$1,500

Month 2: \$1,000

Month 3: \$1,000

When to Expect Your Payments

The first payment will be mailed around 5 working days after you become eligible. The remaining 2 checks will be mailed about the same time each month, beginning the month after you become eligible.

How You Will Get Your Payments

Each payment will be mailed to the address that you gave your worker when you applied.

If you need to change your address, please call the W-2 Agency Worker listed above.

What Action You Should Take If Your Payment Does Not Arrive

If your first payment does not arrive within 14 days after you get this letter, please call the W-2 Agency Worker listed above.

If you disagree with the LIFE program decision you have the right to request a Fact Finding review.

What is a Fact Finding review?

A Fact Finding review gives you the chance to tell why you think there has been a wrong decision about your eligibility. At the review, a person called the Fact Finder will hear from you and the agency to find out if the decision was right or wrong. You may bring a friend or family member with you to the Fact Finding. You may also be able to get free legal help. To learn more about free legal help, call 1-800-873-0927.

How long do you have to ask for a Fact Finding review?

Your request for a Fact Finding review must be made within 45 days of the date of this notice.

How do you request a Fact Finding review?

You can request a Fact Finding review by calling or writing your worker or W-2 agency shown on page 1 of this notice. If you will need a language translator, sign language interpreter or other accommodation for a disability during the Fact Finding review, please include that information in your request.

SAMPLE