



## Verifying Your Information

You will need to give proof of information when applying for **Wisconsin Works**, **Job Access Loan**, or **Emergency Assistance**. After meeting with the Wisconsin Works agency, they will tell you what application information still needs proof. You will need to submit proof for everyone in your assistance group, including children and adults in your household.

Ask the Wisconsin Works agency if you need help finding your proof.

## Submitting Proof

For **Wisconsin Works** and **Job Access Loan**, submit proof on the ACCESS website or scan the QR code to get the app. When sending pictures, provide clear images.



Proof for **Emergency Assistance** needs to be provided by mail, fax, or in person at your agency. Talk to the agency worker for the best way to give your proof. Wisconsin Works and Job Access Loan applicants can also provide proof in these ways.

Find your agency's contact information at [dcf.wisconsin.gov/w2/parents/locator](https://dcf.wisconsin.gov/w2/parents/locator).

## Required Information and Examples of Proof

Examples of information you may need to prove and ways to verify them are listed below and on the back of this document:

### Identity

- Passport
- Driver's license
- School records or student ID
- Military ID or draft record
- Native American ID card or tribal membership documents from a federally-recognized Tribal Nation
- Any photo ID document issued by U.S. Citizenship and Immigration Services or any unexpired immigration document
- ID issued by state, federal, or local government agency

### Social Security Number (SSN)

- Social Security card
- Paystub displaying SSN
- Social Security Administration award letter
- Hospital discharge referencing the newborn's SSN application
- Receipt for SSN application
- Reliable document displaying both name and SSN

### 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 Vehicles statement

### Age and Relationship

- Birth certificate
- Adoption papers
- Alien registration card
- Hospital or medical records
- ID issued by the state or federally-recognized Tribal Nation
- Any unexpired immigration document
- Court records
- Marriage certificate
- Divorce or separation papers
- Death certificate

### U.S. Citizenship or Non-Citizen Status

- Passport
- Certificate of naturalization or citizenship
- Birth certificate
- Adoption papers
- Alien registration card
- U.S. immigration form I-94
- Military ID card
- Hospital or medical records
- Baptismal certificate
- Nursing home admission record

### Child's School Enrollment Status

- Statement from school district
- Attendance record
- Report card



## Required Information and Examples of Proof

### Earned Income

- Letter from employer with pay period, hourly rate, and average hours per pay period
- Dated paycheck stubs from the past 30 days
- Most recent income tax return
- *Employer Verification of Earnings* form (F-10146)

### Earned Income from Self-Employment

- *Self-Employment Income Report* form (F-00107)
- Most recent income tax return
- Self-employment business tax records
- Bookkeeping records

### Savings and Investments

- Bank, credit union, savings, and loan statements
- Digital financial account balance statement (Chime, Cash App, Venmo, PayPal, Zelle, etc.)
- Statement from stockbroker
- Prepaid card balances
- Investment statement or confirmation letter
- Copy of bonds
- Trust funds

### Unearned Income

*Unemployment Insurance, Disability Insurance, Social Security Retirement, Veteran's Benefits, military allotment, financial settlements, loans, grants, scholarships, etc.*

- Award letter of income
- Copy of last check
- Documentation of court-awarded compensation
- Award letter of financial aid, grant, scholarship, or loan
- Work study pay stub

### Insurance Policies

- Life insurance policy and the insurance company's statement on the policy's current cash value

### Child Support

*Received or paid in a state other than Wisconsin*

- Court order or payment record from other state

### Real Estate

- Deeds or titles
- Real estate receipts or tax records
- Statement of current value from local business

### Residency

- Current lease
- Mortgage receipt
- Paystub or earning statement displaying address
- Utility or phone bill displaying address
- School registration record
- Subsidized housing or weatherization program approval letter
- Medical billing statement
- Wisconsin ID or driver's license
- Signed statement from shelter or person providing you with temporary housing
- Wisconsin motor vehicle registration

### At-Risk Pregnancy

- Letter from physician with statement of cause for determining pregnancy is at-risk and start date of patient's inability to work
- *At Risk Pregnancy Medical Information/Verification* form (DCF-F-4070-E)

### Emergency Assistance

*Natural Disaster, Fire, or Flood:*

- Media article, photos of damage, or reliable report from another person

### Homelessness

- Written statement by a person aware of the situation

### Impending Homelessness

- Eviction notice, notice of foreclosure, or written statement by a person aware of the situation

### Energy Crisis

- Disconnection notice or documentation of loss or risk of loss of service

### Financial Crisis

- Documentation of financial crisis that led to the emergency

### Job Access Loan

*Vehicle-related loan requests*

- Current, valid Wisconsin driver's license
- Documentation of car insurance

*If on probation, parole, extended supervision:*

- Department of Corrections letter or e-mail from the state e-mail system to the Wisconsin Works agency permitting vehicle purchase

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Bureau of Working Families at (608) 535-3665. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.