**DEPARTMENT OF CHILDREN AND FAMILIES**

**VER**

Division of Family and Economic Security

**REQUEST FOR VERIFICATION**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m) Wisconsin Statutes].

|  |  |  |
| --- | --- | --- |
| Name | Case Number | Date |
| You **must** give us verification of the items checked below for each person named below so that we can decide if you are eligible for Wisconsin Works (W-2) or a Job Access Loan (JAL). Your application may be denied if you do not provide verification by      . If you need help or more time, ask your worker. | | |

|  |  |  |
| --- | --- | --- |
| **Common items used for verification are listed on the back of this form.** |  | **Program:** |
| **Social Security Number** for       or proof that application has been made |  | W-2  JAL |
| **Citizenship, Alien Status, Identity, Age** for  **Wisconsin Residency** for  **School Enrollment and Attendance** for |  | W-2  JAL  W-2  JAL  W-2  JAL |
|  |  |  |
| **Assets:** savings, checking, life insurance, property, showing value(s) for  as of |  | W-2  JAL |
| **Vehicles** for  **Earned Income** for       for the months of |  | W-2  JAL  W-2  JAL |
| **Unearned Income** for |  | W-2  JAL |
| **Student Loans and Grants** for |  | W-2  JAL |
|  |  |  |
| **Other** |  | W-2  JAL |

I understand that it is my responsibility to provide the required verification. **If I cannot provide it, I must notify my worker**, who may be able to assist me. If I don’t cooperate in getting the required verification, I understand that my application may be denied. I have read and understand this request for verification.

|  |  |  |
| --- | --- | --- |
| **SIGNATURE** – Participant (or Telephonic Signature Interaction ID) |  | Date Signed |
| **SIGNATURE** – Agency Representative | Date Signed | Date Mailed to Participant |

**RETAIN COMPLETED FORM IN CASE FILE**

|  |  |
| --- | --- |
| **SUGGESTED ITEMS TO USE FOR VERIFICATION**  This is a list of common verification sources. If you cannot provide any of the sources listed, contact your worker. | |
| **Social Security Number (SSN) or Proof of Application**   * Copy of your Social Security card * Any document from the Social Security Administration showing your SSN * Tax document showing your SSN * Copy of an Application for a Social Security Card (Form SS-5) * For newborns only: Hospital discharge letter that references SSN application   **Citizenship, Non-Citizen Status**   * U.S. birth certificate * Certificate of Citizenship * Certificate of Naturalization * Tribal records * U.S. passport   **Identity**   * U.S. passport * Driver’s license or most other photo IDs * Tribal records   **Age**   * Birth certificate * Driver’s license * U.S. passport   **School Enrollment**   * Statement from school * Report card * Registration documents   **Wisconsin Residency**   * Lease/rental agreement * Mortgage statement * Statement from landlord * Utility bill that includes name and address | **Earned Income**   1. Pay stubs from the last 30 days 2. Employer Verification of Earnings (EVE) form filled out and signed by your employer 3. A statement from your employer stating pay frequency, hourly pay, and average hours per pay period 4. For self-employment, the Self-Employment Income Report forms or tax forms   **Unearned Income**   1. Current statement or document with source type and amount 2. Check stubs 3. Tax forms   **Student Loans or Grants**   1. Grant letter 2. Award letter 3. Expense receipt   **Assets**   1. Credit union or bank statement showing current balance 2. Statement from the financial institution or investment company 3. Trust agreement 4. Copy of bonds 5. Real estate title or deeds   **Vehicles**   1. Vehicle title 2. Vehicle registration documents 3. Statement from a car dealer 4. Loan documents 5. Sales receipt 6. Statement from the State Division of Motor Vehicles   **Other:**  **If you do not understand what other verification you need to provide or cannot obtain the items requested, please contact your worker.** |