

# Instructions

## Customer Information and Required Forms for Badger Care Plus and FoodShare:

Form and associated program	Instructions and use
<b><u>FORMS FOR BOTH PROGRAMS</u></b>	
<p><b>Employer verification form (<u>Both FoodShare and BC+</u>)</b></p> <p>FoodShare and BadgerCare Plus require that employment/income be verified.</p>	<p>Can be used in place of pay stubs if/when pay stubs are not available, if it is a new job and 30 days pay have not been received or if job has ended and final pay needs to be verified.</p>
<p><b><u>SEIRF BC+ and FoodShare</u></b></p> <p>This is a self employment income and expense reporting form. If a customer works for cash, the employer is not withholding income taxes, this is considered self employment and must be verified via SEIRF for verification purposes. Customer must complete this form if they have not yet filed taxes for this income, resulting in no tax forms. If they do have tax forms CAPO will need to gather the necessary forms.</p>	<p>Customer to complete form and sign. If the income/expenses being reported are for more than one month on one SEIRF, be sure to note that and specify number of months as well as which months the report covers.</p> <p>One month per form is preferable and again note what month the information on that form reflects.</p> <p>For assistance with this form call CAPO.</p>
<b><u>BADGERCARE PLUS FORMS</u></b>	
<p><b><u>BC+ Change report form</u></b></p>	<p>Customer to take home to be used later to report changes to the county.</p>
<p><b><u>Good Cause Notice (BC+)</u></b> <b><u>This form will be required if there is a parent absent from the household, this also applies to a single/unmarried pregnant woman.</u></b></p> <p>This form is used to ensure that a customer understands that if they are afraid for their own safety or the safety of their children; they <b>may</b> claim good cause. A signature on the form is acknowledging that they have understood that this is an option, but it is <b>not</b> a claim of good cause.</p>	<p>Go over with the customer and gather signature. If the customer would like to claim good cause an additional form will need to be completed and supporting documents will be requested of the customer.</p>

<p><b>Notice of Assignment of Support <u>(BC+)</u></b>  <b><u>This form will be required if there is a parent that is currently absent from the household, this also applies to a single/unmarried pregnant woman.</u></b>  Note the fields within form that apply to BC+ are</p> <ol style="list-style-type: none"> <li>1. Voluntary support must be reported to the IM agency/worker. This refers to support that is paid directly from absent parent to custodial parent for the support of a child.</li> <li>2. Medical support: If a court order states that an absent parent is to pay \$X towards medical bills for the child, this money would go back to the State while the child is covered by BC+ (this is a rare court order)</li> </ol>	<p>Explain to customer as noted and gather signature.</p>
<p><b>Statement of Identity for Children Under 18 Years of Age <u>(BC+)</u></b></p>	<p>Primary person/ parent of child should complete and sign form for each child in the household that is under 18 that has no photo ID.</p>
<p><b><u>FOODSHARE FORMS</u></b></p>	
<p><b>Quest Card and PIN Responsibility Statement</b>  When a customer is applying for FoodShare these benefits will be issued via a debit card. By reading, checking the boxes and signing the form the customer is acknowledging their responsibility to safeguard their PIN number and to report card lost or stolen promptly.</p>	<p>Have customer read, check boxes and sign form.</p>
<p><b><u>FoodShare</u> Change Report Form</b></p>	<p>Customer to take home and use later to report changes to Milwaukee county.</p>