

MILWAUKEE
MILW CO REG 5 W-2,GOODWILL-EMPLOY SOLUTN
2500 W MIFFLIN DR
MILWAUKEE WI 55216

Mailing Date: 01/11/2016

000001
RENEWAL LETTER
433 W WASHINGTON AVE
MADISON WI 53703



State of Wisconsin

Case #: 8003064481

Milwaukee Enrollment Services

Worker: A CRANE

Phone #: 1-888-947-6583

Fax #: (414) 438-4580

Use fax # to send verifications.



The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. 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 1-888-947-6583. These services are free.

Your renewal is due for **FoodShare**. Your renewal must be completed by Feb. 29, 2016 . The whole renewal process must be done by this date or there may be a gap or delay in your benefits and/or enrollment.

You can do your renewal:

- Online: Fill out a renewal request online at access.wi.gov. Please follow the ACCESS instructions in this letter.
- By phone: Contact your agency by calling the phone number at the top of this letter.
- By mail: To renew by mail, go to dhs.wi.gov/em/customerhelp for the application or contact your agency by calling the phone number at the top of this letter.

To keep getting FoodShare, you must complete an interview. Please call your agency at 1-888-947-6583; to do your interview any day from Jan. 11, 2016 through Feb. 18, 2016 . You can call to do your interview during these business hours: Monday 08:00 AM - 05:00 PM; Tuesday 07:00 AM - 04:00 PM; Wednesday 10:00 AM - 07:00 PM; Thursday 07:30 AM - 04:30 PM; and Friday 11:30 AM - 08:30 PM.

It is important that you complete your interview during the dates listed above so that your FoodShare benefits can continue. If you do not complete your interview during these dates, you will need to call to do your interview before your renewal is due on Feb. 29, 2016 , or your FoodShare benefits will end.

To complete your renewal, we must receive a signed application summary or application and proof of some of the answers you give. Please see the Proof Needed section.

Once your renewal is complete, if you do not agree with the decision, you have the right to a Fair Hearing. If you are getting FoodShare, you can ask for a hearing at any time if you do not agree with your FoodShare benefit amount. You can find more information about fair hearings on your Notices of Decision, in the Enrollment & Benefits booklet, or online at dhs.wi.gov/em/customerhelp.

ACCESS Instructions

If you already have a MyACCESS account:

- Click on "Login to Account."
- Enter your User ID and Password and click the Login button.
- Once on your MyACCESS page, click on the alert that says "Benefit Renewals Due For."
- Follow the instructions to start your renewal.

If you do not have a MyACCESS account:

- Click on "Create an Account" and follow the steps to set up an account.
- You will see a message that says "Congratulations! You have created your secure MyACCESS account". Click on the "Click here" link to go to your MyACCESS page.
- Enter your User ID and password and click the Login button.
- Once on your MyACCESS page, click on the alert that says "Benefit Renewals Due For."
- Follow the instructions to start your renewal.

Proof Needed

To complete your renewal, you may be required to provide proof of your answers. If you need help getting any of the items listed, contact your agency. In some situations, you may be asked to give proof of other items not listed here.

Income — Proof of all job income and wages for any family members who have a job. You can use:

- Pay stubs (for the last 30 days), or
- Employer Verification of Earnings (EVF-E) form signed by your employer, or
- A letter from the employer. The letter must have the same information as the EVF-E form.

Self-Employment Income — Proof of income for all family members who are self-employed. You can use copies of your most recent federal tax forms. Your agency will send you a Self-Employment Income Report Form(s), if needed.

Other Income — Proof of all other income for anyone in your home such as alimony, child support, disability or sick pay, interest or dividends, Veterans Benefits, workers compensation, unemployment insurance, etc. You can use:

- Pension statement, or
- Current award letter, or
- Copy of check, or
- Court order or payment record of child support received from another state.

If you get a payment from Social Security you do not have to send proof of that payment, unless requested.

If you get a payment from Wisconsin unemployment or in-state child support, you do not have to send proof of that payment, unless requested.

Proof Needed, If You Want to Get the Credit

Obligated Child Support Payments — Proof of any child support payments a family member pays. You can use a court order or payment record, if order is from another state.

Medical Expenses for Elderly or Disabled Household Members — Proof of any medical expenses. You can use:

- Itemized receipts.
- Medicine or pill bottle with price on label.
- Health insurance policy showing co-payment, deductible, premium or coinsurance.

Note: Your agency may ask for proof of any item if they have questions regarding your answers such as:

- **Utility Costs** — Proof of utility bills for anyone in your home. You can use utility bills, a rental agreement, lease or a written statement from your landlord.
- **Shelter Costs** — Proof of shelter costs for anyone in your home. You can use a rent receipt that shows your address, a mortgage statement, a rental agreement or a lease.

Other Proof

Certain adults between the ages of 18 and 49 with no minor children in the home may only get up to 3 months of FoodShare benefits in a 36 month period, unless they meet work requirements that equal at least 80 hours each month.

Some adults may be exempt from meeting work requirements. Your agency will ask you some questions to see if anyone in your home already meets a work requirement or is exempt from work requirements. You may need to provide proof of your answers.

Anyone who needs to meet a work requirement for FoodShare will be referred to the FoodShare Employment and Training (FSET) program to help him or her meet a work requirement.