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DIVISION OF MEDICAID SERVICES

WISCONSIN FUNERAL AND CEMETERY AIDS PROGRAM
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MEMORANDUM

Date: August 28, 2017

To: Wisconsin Funeral and Cemetery Aids Program (WFCAP) Service Providers

From: Tina Bartosch, Section Chief
Estate Recovery and Wisconsin Funeral and Cemetery Aids Section

Subject: WFCAP Payments

In order to receive a WFCAP payment, the forms listed below must be on file. You do not need to complete new forms unless you have a **change** in any of the following:

- Tax identification number
- Business name or address
- Location addition (only requires submission of DOA-6457 form)

As a reminder, in order to issue WFCAP payments, the following forms must be on file with the Department of Health Services for each funeral, cemetery, or crematory business:

- (Required) [Form W-9, Request for Taxpayer Identification Number and Certification](#)
- (Required) [DOA-6457: STAR Vendor Information Form](#), to obtain a supplier identification number.
- (Optional) [DOA-6456: STAR Authorization for Electronic Deposits](#), to enroll in electronic funds transfers (ACH) for a direct deposit payment for approved claims. A voided check, deposit ticket, or bank letter must be attached to this form. A direct deposit payment includes an email confirmation with each decedent's name and amount deposited for record reconciliation.

Updated forms should be completed and emailed to dhsdldesbfsvendorval@dhs.wisconsin.gov, or faxed to 608-266-0066. If you have questions about the forms listed above, contact the Division of Enterprise Services, Bureau of Fiscal Services, at dhsdldesbfsvendorval@dhs.wisconsin.gov.

As a reminder, the Estate Recovery Program administers WFCAP.