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Governor



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**State of Wisconsin**  
Department of Health Services

**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 [dhsldesbfsvendorval@dhs.wisconsin.gov](mailto:dhsldesbfsvendorval@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 [dhsldesbfsvendorval@dhs.wisconsin.gov](mailto:dhsldesbfsvendorval@dhs.wisconsin.gov).

As a reminder, the Estate Recovery Program administers WFCAP.