

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Medicaid Services
1 W. Wilson St.
Madison, WI 53703

To: Wisconsin Funeral and Cemetery Aids Program Manual Users

From: Jennifer McKenzie, Director
Bureau of Operations Management

Re: **Wisconsin Funeral and Cemetery Aids Program Manual Release 22-01**

Release Date: 05/02/2022

Effective Date: 05/02/2022

EFFECTIVE DATE The following policy additions or changes are **effective 05/02/2022**.

POLICY UPDATES The Wisconsin Funeral and Cemetery Aids Program (WFCAP) Manual has been updated to reflect the following changes:

- A copy of the certified death certificate must be provided with applications.
- Price reductions will be counted toward total expenses.
- The small and rural exception will be replaced by Required but not Provided.
- Third party cash advances after the amount of \$500 will be counted toward total funeral expenses.
- Only funeral homes may request special circumstances (capped at \$500).
- A signed Final Itemized Funeral Home Billing Statement with Payment Sources and a signed Final Itemized Cemetery and/or Crematory Statement with Payment Sources is required.
- “Face value” amount will be replaced with the “death benefit” amount for life insurance policies.

FORM UPDATES The following forms were updated or created:

- **WFCAP Application, F-10141**
Updated to reflect the manual changes. Service providers must begin using the updated version when submitting WFCAP applications on and after May 2, 2022.

The Qualified Payment Form for the Cemetery Required but Not Provided is to be completed when goods or services are required by the cemetery, but not provided by the cemetery. For this scenario, a joint application must be submitted.

- **Verification Checklist, F-01838, and Notice of Decision, F-10143**
Updated to align with the manual changes.
- **Payment Summary, F-02890**
A new form that will be sent to executors or family representatives. The Payment Summary will summarize the outcome of the WFCAP application.
- **WFCAP Informational Brochure, P-03123**
A new brochure that will be available to providers, county workers, and the public summarizing WFCAP.

NEW FAX NUMBER WFCAP has a new fax number: 608-710-6712. WFCAP will no longer have direct access to the previous fax number and sending to that number will cause a delay in processing.