To: Funeral home, cemetery, and crematory service providers

Revised Wisconsin Funeral and Cemetery Aids Program Application Effective March 1, 2017

This Wisconsin Funeral and Cemetery Aids Program (WFCAP) Service Provider Update announces revisions to the WFCAP Application, F-10141, to accommodate required signatures that document an inquiry was made regarding the existence of any life insurance for a decedent.

Revisions to WFCAP Application

Effective March 1, 2017, the WFCAP Application, F-10141, will be updated to reflect changes announced in this Update. Service providers must begin using this version to submit a WFCAP application on and after March 1, 2017.

The changes include a new section (Section 9) in the WFCAP application that requires signatures from both the service provider and the executor or family representative. This provides documentation that a service provider inquired about the existence of any life insurance policies for the decedent. A WFCAP application will be returned to a service provider if the section regarding the declaration of any life insurance is not completely filled out. The WFCAP Verification Checklist, F-01838, will notify the service provider of any missing information. If the missing information is not submitted by the due date stated in the Verification Checklist, a WFCAP payment will be denied. The denial reason will be stated on the WFCAP Notice of Decision, F-10143.

Reminders

WFCAP is the payer of last resort. WFCAP payments are limited to unmet funeral, burial, and cemetery/crematory expenses.

Applications should only be submitted when the decedent’s estate and other sources are insufficient to pay for goods and services rendered.

Only funeral homes and cemeteries/crematoriums may submit WFCAP applications, inquire about submissions, and appeal decisions.

Additional Information

Changes announced in this Update will be added to the online WFCAP Manual at www.emhandbooks.wisconsin.gov/wfcap/fcap.htm.

The Wisconsin Funeral and Cemetery Aids Program (WFCAP) Service Provider Update is a source of new program policy information.

WFCAP is administered by the Division of Medicaid Services, Wisconsin Department of Health Services.

For questions, call WFCAP at 888-859-0611 or visit dhs.wisconsin.gov/em/wfcap.htm.

Service providers are encouraged to sign up for email notifications of program updates at dhs.wisconsin.gov/em/signup.htm.