



# Wisconsin Funeral and Cemetery Aids Program

## SERVICE PROVIDER UPDATE

February  
2017

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](http://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](http://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](http://dhs.wisconsin.gov/em/signup.htm).