

THE HEALTH AND EMPLOYMENT COUNSELING PROGRAM



I THINK I NEED MORE TIME!



How to Apply for a HEC Extension

Who

As a participant in Health and Employment Counseling, you can apply for an extension if you need more than the standard nine (9) months of HEC eligibility. Guardians, or others, may also file an application on behalf of some clients, as needed.

What

You can apply for a 3-month extension to your HEC eligibility, for a total enrollment period of 12 months. Whether you apply or not is up to you, depending on your progress in achieving employment.

When

You must apply for the 3-month extension by the end of your 7th month of participation. For example, if you start participating in the HEC program in January, you must apply for the 3-month extension by the end of August.

How

Complete the form below and send it in to DHS in Madison. DHS will send you a letter confirming your extension. Take that letter to your economic support worker to continue your MAPP eligibility.



APPLICANT NAME: _____ DATE: _____

ADDRESS: _____ CITY: _____

ZIP CODE: _____ COUNTY: _____ PHONE: () _____

Name of Person Completing Form (if different from above): _____

Relation: _____ PHONE (if different): () _____

Reason for Requesting Three-Month Extension: _____

SEND TO: DHS / HEC Manager, 1 W. Wilson, Rm. 527, Madison, WI 53707-7851