# **Examples of Proof**

When you apply for or renew benefits or report a change, you may be asked to provide additional information or proof to meet program rules. The following is a list of examples that can be provided as proof. <u>Call your agency</u> if you need help getting proof.

# **Proof of Disability**

- Award letter or statement from the Social Security Administration
- Proof of Supplemental Security Income (SSI) payment
- Proof of Social Security Disability Insurance (SSDI) payment
- Proof of Medicaid Disability Application (MADA) approval

# Proof of Identity – FoodShare, Health Care, W-2, JAL, and Child Care<sup>1</sup>

- Valid U.S. passport
- Valid state driver's license or state identity card
- School photo ID
- Employee photo ID
- Military dependent ID card
- Military ID or draft record
- Tribal records, such as a tribal ID card, a <u>Certificate of Degree of Indian Blood</u>, a tribal census document, or documents on tribal letterhead
- For children under 18 applying for BadgerCare Plus, Medicaid, or Family Planning Only Services, a signed <u>Statement of Identity form, F-10154</u> (You can contact your agency for this form)
- United States Citizenship and Immigration Services (USCIS) photo ID

# Additional Proof of Identity – FoodShare Only

- Birth certificate
- Baptismal certificate
- Hospital birth record
- Adoption record
- Family Bible
- Paycheck or wage stubs
- Completed Application for a Social Security Card, SS-5
- Confirmation or church membership papers
- Voter registration card
- Family records (birthday books, genealogy, newspaper birth announcement, marriage license, support or divorce papers)
- Life insurance policy
- Other social services program ID
- Labor union or fraternal organization records
- Court order of name change

#### Additional Proof of Identity – FoodShare and Health Care Only

Medical records (vaccination certificate, doctor's or clinic's records, bills)

# Additional Proof of Identity – Child Care Only

Safe at Home participant authorization card

<sup>&</sup>lt;sup>1</sup> Child Care is also referred to as Wisconsin Shares Child Care Subsidy Program or Wisconsin Shares.

# Proof of U.S. Citizenship\*

- Valid U.S. passport
- Certified copy of U.S. birth certificate
- Citizenship ID card
- Certificate of Citizenship or Naturalization
- Adoption papers
- Military, hospital, school, insurance, religious, or nursing home record showing a U.S. birthplace
- Tribal records, such as a tribal ID card, a <u>Certificate of Degree of Indian Blood</u>, a tribal census document, or documents on tribal letterhead

\*For child care, proof of citizenship is only needed for the child, not the parent.

#### Proof of Immigration Status\* (if you are not a U.S. citizen)

- Permanent resident or Green Card (Form I-551)
- Any documents issued by USCIS, an alien registration number ("A"), or other USCIS number
- Unexpired foreign passport
- SEVIS ID
- Form I-94 arrival/departure record
- Employment authorization document (Form I-776)

\*For child care, proof of immigration status is only needed for the child, not the parent.

#### Proof of Tribal Membership and/or Native American or Alaska Native Descent

- Tribal enrollment card
- Written verification or document issued by the tribe indicating tribal affiliation
- <u>Certificate of Degree of Indian Blood</u> issued by the Bureau of Indian Affairs
- Tribal census document
- Medical record card or similar documentation issued by an Indian caregiver that specifies Indian descent
- Statement of Tribal Affiliation (F-00685)

#### Proof of Child Support and/or Alimony Paid or Received

- Proof of payments made to or received from the child support agency.
- Court order

#### Proof of Assets

- Bank statements
- Titles
- Contracts
- Deeds
- Financial records
- Life insurance policies

#### Proof of Job Income

- Pay stubs (from the last 30 days)
- An <u>Employer Verification of Earnings form (EVF-E), F-10146</u> (You can contact your agency for this form. Your employer must complete and sign the form. Return the completed form to the address on the form)
- A letter from the employer (If you choose a letter, it must have the same information as the EVF-E form)
- Proof of In-Kind Hours form, F-02577
- Written statement from person providing in-kind income with number of hours you work each month, what you do for them, and what they give you for the work

## **Proof of Self-Employment Income/Hours**

- Copies of most recent tax forms
- A <u>Self-Employment Income Report form, F-00107</u> or <u>Self-Employment Income Report: Farm Business</u> form, F-00219 (You can contact your agency for this form. This form should only be used if you have not yet filed taxes for your self-employment business or you have had a significant change since last filing taxes)
- Written or verbal statement about the number of hours worked
- For a partnership, most recently filed IRS tax forms and schedules, including Form 1065 and Schedule K-1 (Form 1065)
- For an S corporation, most recently filed IRS tax forms and schedules, including Form 1120S and Schedule K-1 (Form 1120S)
- For a sole proprietorship, most recently filed IRS tax forms and schedules, such as Form 4797 or Schedule C, C-EZ, E, or F

#### **Proof of Other Income**

**Note:** Some examples of other income are disability or sick pay, interest or dividends, veterans' benefits, workers compensation, and unemployment insurance.

- Pension statement
- Copy of current check
- Unemployment insurance award letter
- Divorce documents showing financial settlement, alimony, maintenance, family support, or child support
- Documentation of court-awarded settlement
- Social Security award letter
- Veterans Affairs award letter
- Compensation award letter
- Financial aid award letter
- Tax records showing unearned income
- Documentation from any other source of income
- Proof of a Kinship Care, Foster Care, or Subsidized Guardian payment or interim caretaker payment (may be verbal or written confirmation from the Child Protective Services agency)

#### **Proof of Wisconsin Residency**

- Current lease, rental agreement, rent receipt or letter from landlord with current address
- Mortgage receipt with current address
- Utility and/or phone bill with name and current address
- Pay stubs with name, current address, and employer
- Subsidized housing program approval document
- Weatherization program approval document
- Current state of Wisconsin driver's license
- Current Wisconsin ID card
- Current motor vehicle registration

**Note:** Homeless individuals and families do not have to provide proof of their home address but for some programs must certify that they live in Wisconsin and plan to continue to live in Wisconsin.

## Proof of Child Placement for Children in Out-of-Home Care

- Voluntary Placement Agreement
- Temporary Physical Custody Order
- Court Order
- Letter from caseworker
- Verification of Out-of-Home Placement for Wisconsin Shares Eligibility form, DCF-F-5190-E

#### **Proof of School Enrollment**

- Report card or any document that verifies school enrollment
- Grant or award letter
- Expense receipt
- Tuition statement
- Written letter from the school verifying enrollment

#### **Proof of Medical Costs**

- Billing statement or itemized receipts
- Medicare card showing Part B coverage
- Health insurance policy showing premium medicine or pill bottle with price on label

#### **Proof of Pretax Deductions**

- Pay stubs
- A letter from the employer

#### **Proof of Tax Deductions**

- Receipts
- Bank statements
- Check stubs
- Previous years' tax forms

#### Proof of Social Security Number or Application for a Social Security Number

- Copy of completed Application for a Social Security Card, Form SS-5
- A letter from the Social Security Administration stating Form SS-5 has been received
- Hospital confirmation of when Form SS-5 was completed for newborns
- Social Security card
- Numerical Identification System (Numident) record

# Proof of Not Being Able to Care for Child and Participate in Approved Activity – Child Care Only

Letter from a physician, physician assistant, nurse practitioner, psychiatrist, or psychologist declaring the parent is unable to care for children and unable to participate in an approved activity

#### **Proof of Child or Dependent Care Costs**

- Written statement from the person who is providing care and gets the payments
- Canceled check
- Paid receipt or bill

## Proof of Shelter and/or Utility Expenses

- Mortgage payment records
- Rent receipt with current address
- Statement from landlord
- Lease
- U.S. Department of Housing and Urban Development (HUD) subsidized housing approval
- Property tax statement
- Utility bill
- Statement from utility company
- Phone bill
- Homeowner's insurance policy or billing statement
- WHEAP/LIHEAP or other energy assistance

