



## Wisconsin ADAP

### Acceptable Documents for Proof of Residency and Income

Proof of residency and proof of income are both required to process your application.

#### Verifying Wisconsin Residency

Any document used to verify Wisconsin residency must:

- Be current, dated as described below, and not expired.
- Show the client’s name and the client’s current residential address. Residency documents with a P.O. Box are not acceptable.
- Show a residential address in the state of Wisconsin.

#### ACCEPTABLE VERIFICATION DOCUMENTS FOR WISCONSIN RESIDENCY:

Form of Documentation	Acceptable Verification Documents
Government-issued documentation	<ul style="list-style-type: none"> <li>• A current and valid State of Wisconsin driver’s license or State ID card</li> <li>• Any other official identification card or license issued by a Wisconsin governmental body or unit</li> <li>• A check or other document issued by a unit of federal, state, local, or tribal government dated within the last six months</li> <li>• A letter issued by a unit of federal, state, local, or tribal government dated within the last six months (not including ADAP)</li> </ul>
Bill or bank statement	<ul style="list-style-type: none"> <li>• A real estate tax bill or receipt for the current year, or for six months before the current date</li> <li>• A gas, electric, or telephone (landline or mobile) utility bill or service statement dated within the last six months</li> <li>• A bank statement or credit card bill dated within the last six months</li> </ul>
Employer documentation	<ul style="list-style-type: none"> <li>• Paycheck or paystub dated within the last six months</li> <li>• Any identification card issued by an employer and bearing a photo of the cardholder with a current residential address (not including a business card)</li> </ul>
Lease or rental agreement	Current residential lease
Attestation if there is no documentation of any of the above	<ul style="list-style-type: none"> <li>• A letter on public or private social service agency letterhead documenting that a client is houseless and describing the individual’s residence</li> <li>• A signed letter or statement from a family member, roommate, or other person living in the same house or apartment as the client</li> <li>• A signed letter from a case manager on company letterhead attesting that the case manager has conducted a house visit and has seen the client in their residence</li> </ul>

## Verifying Income

All countable sources of income must be included when determining a client's income eligibility.

### ACCEPTABLE VERIFICATION DOCUMENTS FOR ALL SOURCES OF COUNTABLE INCOME:

Countable Source of Income	Acceptable Verification Documents
Gross wages and salary	<ul style="list-style-type: none"> <li>• Most recent paycheck stub(s) (within the last 60 days) from all employers</li> <li>• W-2(s) from all employers from the most recent tax year</li> <li>• Most recent Internal Revenue Service (IRS) form 1040-ES (self-employed clients only)</li> <li>• Most recent IRS form 1040 Schedule C (self-employed clients only)</li> </ul>
Social Security Disability Insurance (SSDI)	Most recent award letter from SSA or SSA-1099
Supplemental Security Income (SSI)	Most recent award letter from SSA or SSA-1099
Dividends and interest	Most recent form 1040 Schedule B or most recent form 1099
Estate/trust income, net rental income, and/or royalties	Most recent IRS form 1040 Schedule E
Pensions, annuities, and/or veteran's pensions	Most recent letter stating pension/annuity amount
Unemployment and/or worker's compensation	Most recent letter stating amount of unemployment/worker's compensation benefit
Public assistance, including Wisconsin Works (W-2) or other income from governmental programs	Most recent award letter
No income	Indicate zero income on page 2 of the ADAP application and detail how you are supported in the space provided.
No documentation of any of the above	A signed letter from a case manager or employer on company letterhead that indicates your average income. This option should be used only when no other form of income verification can be provided.

## Assistance Completing ADAP Applications/Recertifications

For assistance in completing any ADAP forms, you may contact a case manager at one of the following organizations in your area:

HIV CARE AND TREATMENT ORGANIZATIONS IN WISCONSIN:

City	Agency	Phone Number
Appleton	Vivent Health	920-733-2068
Beloit	Beloit Area Community Health Vivent Health	608-361-0311 608-364-4027
Eau Claire	Vivent Health	715-836-7710
Green Bay	Vivent Health	920-437-7400
Kenosha	Vivent Health	262-657-6644
La Crosse	Vivent Health	608-785-9866
Madison	UW HIV Comprehensive Care Program Vivent Health	608-263-0946 608-252-6540
Milwaukee	Froedtert Infectious Disease Clinic Milwaukee Health Services Sixteenth Street Community Health Center Vivent Health	414-805-6444 414-372-8080 414-672-1353 414-273-1991
Superior	Vivent Health	715-794-4009
Wausau/Schofield	Vivent Health	715-355-6867