



Wisconsin HDAP

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

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">• Most recent paycheck stub(s) (within the last 60 days) from all employers• W-2(s) from all employers from the most recent tax year• Most recent Internal Revenue Service (IRS) form 1040-ES (self-employed clients only)• Most recent IRS form 1040 Schedule C (self-employed clients only)
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 HDAP 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 HDAP Applications/Recertifications

For assistance in completing any HDAP 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