

# MANDATORY VERIFICATION REQUIREMENTS FOR CHILD CARE

01/28/2026

## What do we need to verify at application for the Child Care program?

- ID – for all the parents in the household
- SSN – for all the children for whom assistance is requested
- Date of Birth- Self Declared unless questionable
- WI residency and residence(home address).
- US Citizenship of Children for whom assistance is requested.
- Immigration Status of Children for whom assistance is requested.
- Marital status- self declared
- Placement of children- self declared
- Approved activity for all the parents in the household
- Financial eligibility
- Assets- only if over \$25,000
- Out of home Care Placements

# What are considered acceptable sources for verification?

- **ID – for all the parents in the household**

1. A photo ID- any photo ID
2. Data exchange with SCHIP-I/SSA
3. Verification of participation in the Safe at Home program.

- **SSN – for all the children for whom assistance is requested**

1. Application for SSN on Form SS-5
2. Letter from the Social Security Administration stating the SSN application has been received.
3. Hospital confirmation of the SSN application when it was completed at the hospital.
4. Verbal report of SSN by parent when verified by SOLQ-I data exchange
5. Social Security Card

- **Date of Birth- for everyone in the assistance group**

1. Self Declared

# What are considered acceptable sources for verification?

- **WI residency and residence(home address)**

1. Lease agreement or Mortgage receipt
2. Utility bill for water, gas, electricity or telephone that includes name and address
3. Subsidized housing program or weatherization program approval document
4. Paycheck stub that includes client's name, address and employer's name.
5. WI driver's license or ID card with current address
6. Motor vehicle registration with current address
7. School registration record
8. Verification of participation in the Safe at Home Program
9. Any other reliable document that verifies Wisconsin residency and residence.

**Unacceptable source examples:**

1. Child Support KIDS system
2. Returned mail with forwarding address
3. New Hire Matches

**Note:** Homeless, Double –Up housing and Safe at Home individuals are exempt from having to provide verification of home address, but must certify that they reside in WI and during the interview must certify that they intent to continue to reside in WI.

# What are considered acceptable sources for verification?

- **U.S. Citizenship of children:**

1. Certified copy of Birth Certificate
2. U.S. Passport
3. Data exchange with SCHIP-I
4. CARES Birth Query (Wisconsin births only)
5. Native American ID card issued by a federally recognized tribe
6. Certificate of Naturalization
7. Certificate of Citizenship
8. Medicaid Birth as documented by a Wisconsin hospital.

- **Immigration status of children:**

1. Any unexpired immigration document - Information from the document must be run thru SAVE. Children of immigrants may have derivative immigration status based on parents' status.

# What are considered acceptable sources for verification?

- **Marital status:**

1. Self-declaration is acceptable. If questionable, request a copy of Marriage Certificate.

- **Placement of children:**

1. **Shared Placement:** Legal documents stating child placement or Self-declaration
2. **Out-of-Home Care Placements:** Foster Care/Subsidized Guardianship/Interim Caretaker Placements: current Voluntary Placement Agreement; current Temporary Physical Custody order; current court order under Wis. Stat. Ch. 48 or 938 or any Wisconsin tribal law that is substantially similar to Wis. Stat. Ch. 48 or 938; a letter from the child's caseworker (county or tribal).

- **Approved Activity for all the parents in the household**

1. Employment- must be verified with EVFE, paystubs, collateral oral contact with employer, written statement from employer or FDSH match
2. Self employment- Tax Returns are required for New or On-Going businesses. Tax forms for the most recent tax year or SEIRF's if the Self employment is new. If client reports a significant change in SEI, they must still submit their most recent taxes along with SEIRF's from the month the significant change started.
3. School- Proof of enrollment and class schedule
4. W-2/FSET- Employability Plan (EP)
5. Medical Exemptions (2 parent households)- Medical Exemption form DCF-f-556 or document from medical professional that indicates the parent is both unable to participate in any approved activity and unable to care for children

# What are considered acceptable sources for verification?

## • Financial Eligibility Verification

Financial eligibility must be verified during the eligibility determination process and at each annual renewal.

### Acceptable Sources to verify Employment:

1. Employer Verification of Earnings (EVF-E) form with the employer's signature, number of hours of work per week, company name, and rate of pay.
2. Pay Stubs for the preceding 30 days. Must contain the employer and employees name, rate of pay and number of hours worked. ( if salaried they do not need to list hours)
3. Collateral oral contact with the employer- Worker must case comment the name, phone number, job title and name of company of the person they contacted.
4. A letter from the employer bearing the employer's legible name, contact information and signature and includes the employee's name, rate of pay, and hours of work.
5. Equifax verification from Equifax or through the Federal Data Services Hub (FDSH) wage match (so long as the data is correct and reports on the approved activity income within the past 30 days).

### Acceptable Sources to verify Self Employment:

1. Taxes for the most current tax year.
2. SEIRFs if the client reports a significant change in their business along with most recent taxes filed.
3. SEIRFs if this is a new a new business and taxes have not been filed. Client must provide a SEIRF for each month the business has been operating.
4. If the client is reporting they have not file their most current taxes and that they have requested an extension the client must submit a copy of tax extension and copy of their most recent tax filling year.

## What are considered acceptable sources for verification?

### \*\*\*Employment Verification for Newly Employed parents when employer uses the Work Number\*\*\*

When all the following conditions have been met, Wisconsin Shares child care eligibility may be determined based on the parent's statement of employment and income:

- The parent is newly employed;
- The parent's employer uses Equifax/The Work Number for employment verification;
- The parent has not yet received any pay stubs;
- The employer has refused to complete an EVF-E, send an acceptable letter, or confirm the parent's employment and/or income through collateral contact;
- The employment and/or income cannot be confirmed through any data exchange; and
- The employment and/or income cannot yet be confirmed through Equifax/The Work Number

In situations where **all** of the above criteria have been met, the parent's word serves as temporary verification of employment and/or income until pay stubs or other acceptable written verification is available.

# What are considered acceptable sources for verification?

- **Unearned Income**

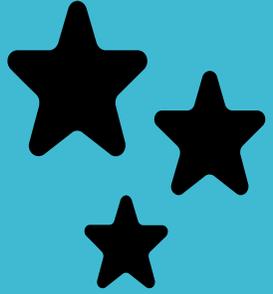
Unearned income that is included in the Wisconsin Shares budget for all Assistance group members must be verified.

The documentation needed to verify unearned income will depend on the type of unearned income that is being received, and may include, but are not limited to:

1. Unemployment Compensation award letter (unless the income is auto-populated in CWW by the UI data exchange)
2. Divorce documents showing family support, child support, maintenance, or financial settlement
3. Documentation of court-awarded settlement
4. Social Security award letter if not available with data exchange.
5. Veteran's Administration award letter
6. Financial Aid award letter
7. Tax records showing unearned income
8. Documentation of any other income from the source that is issuing the income (i.e. Department, Agency, Court, etc.)

- **Assets**

1. Self declared, unless if a family claims to have more than \$25,000 in liquid assets then request documentation of the assets.



# QUESTIONS

CC Handbook 6.5, 7.7, 7.8, and 7.9