

**WISCONSIN DEPARTMENT OF HEALTH SERVICES**  
**Division of Medicaid Services**  
**1 W. Wilson St.**  
**Madison WI 53703**

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To: ACCESS User Guide Users

From: Rebecca McAtee, Bureau Director  
Bureau of Enrollment Policy and Systems

Re: ACCESS User Guide Release 19-03

Release Date: 10/21/2019

Effective Date: 10/21/2019 unless otherwise noted

SECTION	DESCRIPTION OF CHANGE
<b>3.1.17 Your Housing Bills Questions</b>	<i>Updated screenshot to show the addition of “renters insurance” to the Housing Bills question.</i>
<b>3.1.17.1 Shelter Cost Type Selection Page</b>	<i>Updated screenshot to show the new “Renters Insurance” check box.</i>
<b>3.1.17.3 Utility Costs Type Selection Page</b>	<i>Updated screenshot to show the new “A/C Surcharge” check box.</i>
<b>3.1.20.2 Getting Faster Service for FoodShare</b>	<i>Updated screenshot to show the new “A/C Surcharge” check box.</i>
<b>4.7 Alerts</b>	<i>Updated text to show new “Submit documents” alert.</i>
<b>4.15 My Documents</b>	<i>New section.</i>
<b>4.16 Learn More</b>	<i>Section renumbered from 4.15 to 4.16.</i>
<b>14.3 Scan or Upload Documents</b>	<i>Updated screenshots and text for separated scan and upload functions.</i>
<b>14.4 Troubleshoot Scanning or Uploading Issues</b>	<i>Updated screenshots and text for separated scan and upload functions.</i>