

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

To: Electronic Case File Users

From: Autumn Arnold, Bureau Director
Bureau of Eligibility and Enrollment Policy

Re: **Electronic Case File User Guide Release 24-02**

Release Date: 10/19/2024

Effective Date: 10/19/2024

EFFECTIVE DATE	The following policy additions or changes are effective 10/19/2024 unless otherwise noted. Underlined text denotes new text. Text with a strike through it denotes deleted text.
POLICY UPDATES	
Index a Document	Added note and screenshot related to Katie Beckett comment field instructions.
Search & Results Page	Added screenshot to correspond with comments added for Katie Beckett under Sections.
Sections	Updated Genesys connection properties to show changes to digit size. Added new section for "Comments" for Katie Beckett.
Document List & Codes / Active Scan Codes	Added form to support enhancements related to online food benefits replacement request. Added Katie Beckett, Wisconsin Well Woman Medicaid, and Disabled Elderly Accessible Renewal specific document codes to list.
Document List & Codes / Active System Codes	Added Katie Beckett and Wisconsin Well Woman Medicaid specific document codes to list.
Confidential & Restricted Documents	Added "KBM Restricted" to Document Security table.
Resource Groups	Added Katie Beckett Medicaid to DHS State Offices List.

ECF Capture

Scanning Activities

Index a Document

Indexing a document connects it to a case number, RFA number, ACCESS number, or marks it as Unknown within CARES Worker Web (CWW). It is the last step prior to exporting the documents to CWW and ECF View.

NOTE: Documents cannot be altered (split, rotated, etc) during indexing. If errors are found during indexing follow one of the below processes:

1. **DPU workers:**

1. Click **Document Review** to send the folder to the Document Review - Index activity.

2. **Agency workers:**

1. Documents will need to be re-scanned. Contact the Wisconsin Help Desk at 608-261-4400 (Madison) | 1-866-335-2180 (Toll-Free) | helpdesk@wi.gov (email) and request assistance with CARES ECF to delete the indexing job.

Instructions

[Jump to Step](#) (Click for List)

1. Open a Folder to Index

From the [Work Queue](#) page, click on a folder with the Activity Name of Document Index.

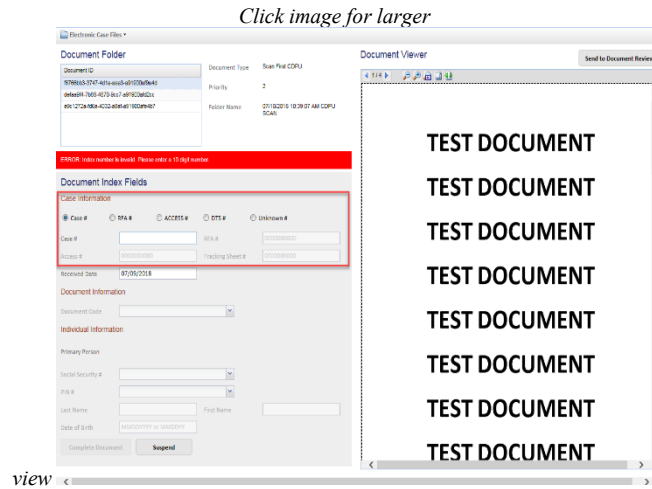
Click image for larger

Activity Name	Document Type	Check Date	Default Location	Name	Priority	Folder Name	Job ID
Document Indexing	Scan-Fax Local	04/20/18 2:08:11 PM	CDPU	SCAN	1	05/04/2018 2:08:11 PM CDPU SCAN	ACT040500P48744P488000402018
Document Indexing - Index	Scan-Fax CDPU	05/12/18 3:15:40 PM	CDPU	SCAN	2	05/12/2018 3:15:40 PM CDPU SCAN	0505122018 05122018 05122018
Document Indexing	Scan-Fax Local	05/12/18 10:20:11 AM	CDPU	SCAN	3	05/12/2018 10:20:11 AM CDPU SCAN	051218102011 051218102011 051218102011
Document Indexing	Scan-Fax Local	05/12/18 10:24:41 AM	CDPU	SCAN	2	05/12/2018 10:24:41 AM CDPU SCAN	051218102441 051218102441 051218102441
Document Indexing	Fax CDPU	05/12/18 12:28:10 PM	CDPU	FAK	2	05/12/2018 12:28:10 PM CDPU FAX	051218122810 051218122810 051218122810
Document Indexing - Fax	Fax CDPU	05/12/18 3:30:57 PM	CDPU	FAK	2	05/12/2018 3:30:57 PM CDPU FAX	051218133057 051218133057 051218133057
Document Indexing	Fax CDPU	05/12/18 3:40:35 PM	CDPU	FAK	2	05/12/2018 3:40:35 PM CDPU FAX	051218134035 051218134035 051218134035
Document Review - Indexing	Fax CDPU	04/20/18 3:53:01 PM	CDPU	FAK	2	05/04/2018 3:53:01 PM CDPU FAX	050418035301 050418035301 050418035301
Document Review - Fax	Fax CDPU	04/20/18 4:14:48 PM	CDPU	FAK	2	05/04/2018 4:14:48 PM CDPU FAX	050418041448 050418041448 050418041448
Document Indexing	Fax CDPU	04/20/18 4:19:34 PM	CDPU	FAK	2	05/04/2018 4:19:34 PM CDPU FAX	050418041934 050418041934 050418041934
Document Indexing	Scan-Fax CDPU	05/02/18 1:28:01 PM	CDPU	SCAN	2	05/02/2018 1:28:01 PM CDPU SCAN	050218012801 050218012801 050218012801
Document Indexing	Fax CDPU	05/02/18 1:43:03 PM	CDPU	FAK	2	05/02/2018 1:43:03 PM CDPU FAX	050218014303 050218014303 050218014303
Document Review - Fax	Fax CDPU	05/02/18 10:50:55 AM	CDPU	FAK	2	05/02/2018 10:50:55 AM CDPU FAX	050218105055 050218105055 050218105055
Document Review - Scan	Scan-Fax CDPU	04/20/18 3:10:05 PM	CDPU	FAK	2	05/04/2018 3:10:05 PM CDPU FAX	050418031005 050418031005 050418031005
Document Review - Scan	Scan-Fax Returned Mail	05/02/18 2:33:20 PM	CDPU	SCAN	7	05/02/2018 2:33:20 PM CDPU SCAN	050218023320 050218023320 050218023320

view

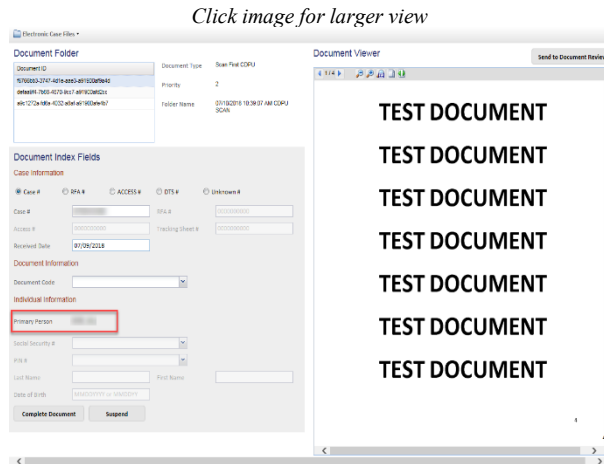
2. Enter Case Information

The first document within the folder is automatically selected. Enter the related case number, RFA number, ACCESS number, or select Unknown. If a Document Tracking Sheet (DTS) was used to scan the document, the DTS and related case or ACCESS number will automatically populate. If the document type is Process First CDPU, Process First CDPU Priority 6, Process First Local, or Process First OIG only a case number may be entered.



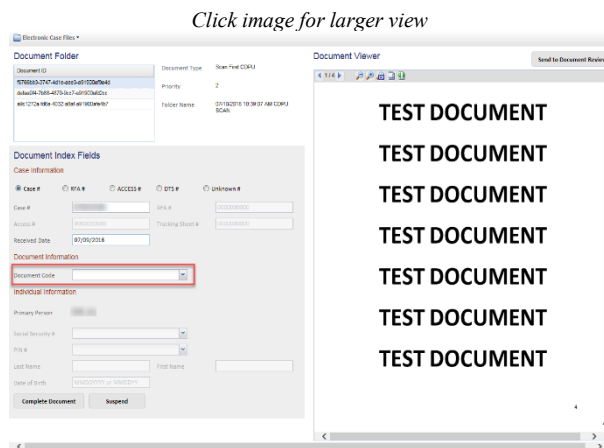
Add or confirm the Received Date of the document.

The primary person field is automatically populated when a case number is entered.



3. Enter Individual Information

Select the **Document Code** from the drop-down list. See [Document List/Codes](#) for the complete list of options.

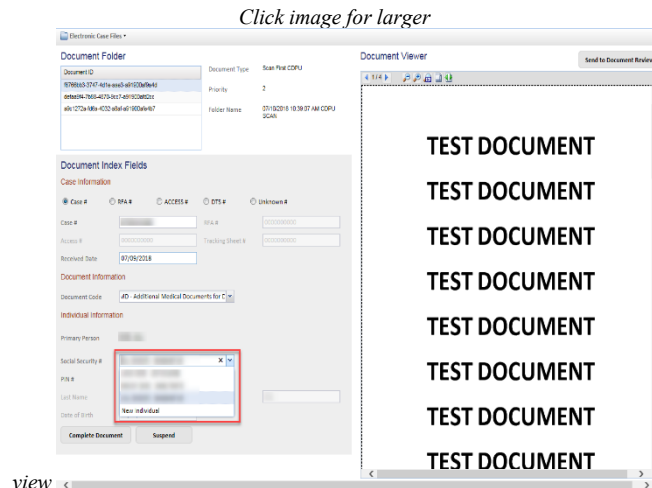


If the selected Document Code is PIN-based, complete the Social Security # and PIN # fields. Use the Social Security # or PIN # drop-down list to select an individual associated with the case. Last Name, First Name, and Date of Birth are automatically populated with information from CWW. If the person is not listed, select New Individual in the drop-down list. Then manually enter the the following (if it is available in the document):

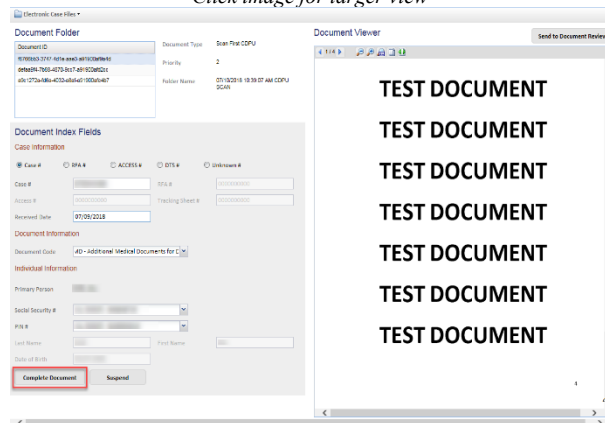
1. Social Security #
2. PIN #
3. Last Name
4. First Name
5. Date of Birth

4. Complete Document and Repeat for all Documents in the Folder

Click **Complete Document** to go to the next document in the list. The case information will be automatically applied to the next document. Repeat steps 2-4 until all documents have been indexed.



Click image for larger view

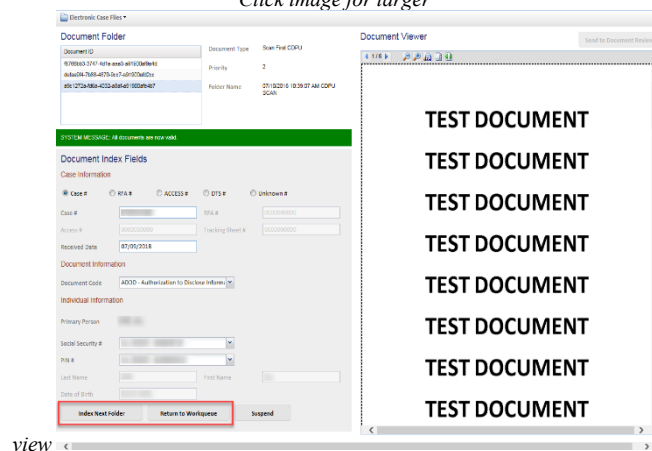


5. Complete Indexing of Folder

Click one of the following buttons to complete the folder and remove it from the work queue:

1. Click **Index Next Folder** to send the folder to CWW and ECF View, then open the next indexing folder.
2. Click **Return to Work Queue** to send the folder to CWW and ECF View, then return to the work queue.

Click image for larger



The "Comments" field is enabled only when Katie Beckett Medicaid document codes are selected.

Note

The screenshot displays the ECF CAPTURE application interface. At the top, there is a blue header with the ECF CAPTURE logo and a 'Logout' button. Below the header, the interface is divided into several sections:

- Document Folder:** Shows 'Document ID' and 'Folder Name' (highlighted with a green box).
- Document Index Fields:** Contains 'Case Information' and 'Document Information' sections. A red arrow points to the 'Document Code' field, which is set to 'Katie Beckett Medicaid'. Below this, the 'Individual Information' section includes fields for 'Primary Name', 'Social Security #', and 'DOB'. A 'Comments' field is located at the bottom of this section, highlighted with a green box.
- Document Viewer:** Displays the document content, including an 'ACCESS' warning, 'Your application' details, and 'Filing date' information.

Buttons for 'Complete Document' and 'Request' are visible at the bottom of the 'Document Index Fields' section.

ECF View

Screens

Search & Results Page

The screenshot displays the ECF View interface with two search results sections. The top section, 'Case Recording Search', shows search criteria for 'ItemTypes: ECF_Recordings' with filters for Case Number, Telephonic Signature ID, Recording Date (Between 1/1/2022 and 3/3/2022), and Recording User ID. The results table lists 14 items, all of type 'TELEPHONIC SIGNATURE'. The bottom section, 'Case Search', shows search criteria for 'Class: ECF Documents'. The results table lists 167 items with columns for Doc..., Document Type, Receive..., Scann..., Case Nu..., Last Name, and First Name. A detailed view of a document is shown on the right, including fields for SSN, PIN, Last Name, First Name, Date of Birth, Origin (KatieBeckett), Received Date (08/28/2024), Scanned Date (8/28/2024), and Comments (Test Comment3).

Sections

1. Saved Searches

The left navigation pane displays predetermined saved searches. These searches allow you to search based on document attributes.

Available searches will vary based on your security access level. Most users will have security access to the following searches and criteria:

Saved Search	Use
ACCESS Tracking Number	Retrieve all documents related to an ACCESS tracking number.
Case Recording Search	Retrieve Genesys telephonic signature audio recordings related to a case number, telephonic signature ID, recording date range or user ID number.
Case Search	Retrieve all documents related to a case number.
Individual Search	Retrieve all documents related to an individual's PIN or SSN.
QC	Retrieve all documents related to a batch based on batch name, document ID or index station ID.
RFA Recording Search	Retrieve Genesys telephonic signature audio recordings related to a RFA number, telephonic signature ID, recording date range or user ID number.
RFA Search	Retrieve all documents related to a RFA number.

2. Search Criteria

The Search Criteria fields vary based on the selected Saved Search:

Saved Search	Search Criteria Field	Properties
ACCESS Tracking Number	ACCESS Tracking Number*	10-digit ACCESS tracking number.
	Document Code	5-character Document Code. (Click for full list)
	Scanned Date	Date or date range the document was scanned, faxed, or uploaded to the ECF.
Case Recording Search	Case Number*	10-digit case number.
	Genesys Connection ID	18-digit / <u>36-digit</u> telephonic signature number.
	Recording Date	Date or date range the recording was created.

	Recording User ID	ID associated with the user (WAMS ID).
Case Search	Case Number*	10-digit number assigned to the case.
	Document Code	5-character Document Code. (Click for full list)
	Scanned Date	Date or date range the document was scanned, faxed, or uploaded to the ECF.
Individual Search	PIN**	Individual's 10-digit CARES PIN.
	SSN**	Individual's social security number.
	Document Code	5-character Document Code. (Click for full list)
	Scanned Date	Date or date range the document was scanned, faxed, or uploaded to the ECF.
QC	Document ID**	12-digit document ID.
	Batch Name**	Name given to the batch.
	Index Station ID**	ID associated with the machine used to upload the document. If this is used, then the received date, index date, or scanned date must also be included.
	Received Date	Date the document was received by the agency regardless of when it was scanned.
	Index Date	Date the document was indexed and attached to a case.
	Document Code	5-character Document Code. (Click for full list)

	Scanned Date	Date or date range the document was scanned, faxed, or uploaded to the ECF.
RFA Recording Search	RFA Number*	10-digit RFA number.
	Genesys Connection ID	18-digit / <u>36-digit</u> telephonic signature number.
	Recording Date	Date or date range the recording was created.
	Recording User ID	ID associated with the user (WAMS ID).
RFA	RFA Search*	10-digit RFA number.
	Document Code	5-character Document Code. (Click for full list)
	Scanned Date	Date or date range the document was scanned, faxed, or uploaded to the ECF.



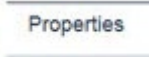
**Required Search Criteria*

***Enter only one of these Search Criteria per search.*

3. Search Results

The search results section will display up to 250 documents.

Documents are listed in order of the most relevant to least relevant search fields (for example, Document Code, Document Type, and Received Date), and are sorted by the most recent scanned date. Control how Documents are displayed with the following options:

	List View	Display the results in List View. In this view you can click a column heading to sort results by that column instead. You can also click the column headings to toggle between ascending and descending order.
	Magazine View	Display Magazine View. In this view all document information is listed next to the document icon.
	Properties Window	Open the Properties window. Click the heading to expand or collapse the section.

Both views and the properties window display the following information:

Results Field	Description
Document Code	The up to 5-character code for a document type. See Document List/Codes for complete list.
Document Type	The type of document. See Document List/Codes for complete list.
Received Date	Date the document was received by the agency regardless of when it was scanned.
Scanned Date	Date or date range the document was scanned, faxed, or uploaded to the ECF.
Recording Date	Date or date range the audio recording was created.
Case Number	10-digit number assigned to the case.
RFA Number	10-digit RFA number.
Genesys Connection ID	18-digit / 36-digit alphanumeric telephonic signature number.
ACCESS Tracking Number	10-digit ACCESS tracking number.
Last Name	Last name of the person associated with the document.
First Name	First name of the person associated with the document.
Date of Birth	Birthday of the person associated with the document.
PIN	10-digit CARES PIN of the person associated with the document.
Document ID	12-digit document ID. Formerly labeled Correspondence Control Number.
Origin	Location or system that added the document to the ECF. Formerly labeled County.

Comments

256-character text field that can be populated from KTA for Katie Beckett (KB) documents

4.Comments

Comments added in KTA for a Katie Beckett (KB) document displays in the ECF View "Comments" field.

Reference

Document Types

Document List & Codes

This page lists all document codes used in the ECF. All document codes are available in ECF View and CWW. Only the codes listed below can be selected when scanning in ECF Capture.

Restricted documents are not visible to all users

Restricted documents are only visible to select users. See Confidential / Restricted Documents for more information.

Active Scan Codes

The codes in the following table are used for documents scanned with ECF Capture.

Finding a document in this list

Method 1:

Click a column header to sort the table by that column. The first click will sort entries from A-Z. A second click will sort from Z-A.

Method 2:

Use the browser's find function to search for a specific document type or keyword on the page. Click on the page, and then press **CTRL + F** for the Find dialogue box.

Category / Program	Document Type	Document Code	Restricted	Required	PIN / SSN Specific	Description / Form Numbers / Special Instructions
Disability Determination Bureau	Authorization to Disclose Information for DDB	ADD D	Restricted	Required	PIN / SSN Specific	◦ Authorization to Disclose Information to Disability Determination Bureau (F-14014)
Disability Determination Bureau	Additional Medical Documents for DDB	ADD MD	Restricted	Required	PIN / SSN Specific	◦ Medicaid Presumptive Disability (F-10130)

Asset Information	Annuity Contracts	ANN C	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> ◦ Annuity Contracts
Case Information	Applications (Non-CAF)	APP	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> ◦ Any RFAs or applications for Medicaid or FoodShare. ◦ W-2 and Related Program Application (DCF-F-DWSP2471-E / DCF-F-DWSP2471-E-S) ◦ W-2 and Related Programs Registration (DCF-F-DWSP14880-E / DCF-F-DWSP14880-E-S) ◦ Child Care ◦ Emergency Assistance Application - Part 1 (DCF-F-DWSP2010-E / DCF-F-DWSP2010-S) ◦ Job Access Loan Application (DCF-F-DWSP2482-E / DCF-F-DWSP2482-E-S) ◦ Back - Up Application/Participant Signature (DCF-F-DWSP11154-E / DCF-F-DWSP11154-E-S) ◦ Refugee application paperwork and applications for other programs

						<p>such as W-2 emergency payments.</p> <ul style="list-style-type: none">◦ County issued programs◦ BadgerCare Plus - Express Enrollment for Pregnant Women Application (F-10081) / Temporary Enrollment for Family Planning Only Services (F-10119) / Disaster FoodShare Application (F-16060)/ Wisconsin FoodShare Application (F-16019)/ Medicaid Disability Application (F-10112)/ BadgerCare Plus Supplement to FoodShare Wisconsin Application (F-10138) / Wisconsin Medicaid, BadgerCare Plus, and Family Planning Only Services Registration Application (F-10129) / Senior Care Application (F-10076) / Wisconsin Medicaid for the Elderly, Blind, or
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Disabled
Application
Packet ([F-10101](#))
/ Wisconsin
Medicaid
Supplement to
FoodShare
Wisconsin
Application ([F-
10140](#)) / ([F-
10100](#))

- FSET Non-cooperation form letters asking the FoodShare be reinstated.
- Wisconsin Veterans Home at King - Medicaid Review ([F-10147](#))
- [Medicaid-Katie Beckett Program Application and Renewal \(F-20582\)](#)
- [Request for Replacement FoodShare and/or Summer EBT Benefits \(F-00330\)](#)

Special Instructions:

- CAF scanning varies based on if it was generated by CARES or provided by an applicant.
 - CARES Generated: Scan the

signature page only. Do not scan the multiple pages of printed responses.

- Applicant /Member provided (mail-in, walk-in, etc): Scan all pages, excluding instructions. Include Combined Application forms, blue fold-outs, white mail-ins.

- o CARES generated ACCESS applications (Apply for Benefits) are automatically stored in the ECF with the APP code.
- o When searching for APPs in ECF View, search for both CAF and APP.
- o Reviews/Renewals

Asset Information	Asset Information - Other	AST	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> ◦ Life Estate legal documents ◦ Land contracts ◦ Trusts ◦ Tax Bill ◦ Assessment ◦ Retirement account information ◦ Home equity loan ◦ Divestment Paperwork ◦ F-10196 Undue Hardship
Asset Information	Bank Accounts	BNK	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> ◦ Checking ◦ Savings ◦ Certificates of deposit (CDs) ◦ Bank Inquiry
Expenses	Child Care Expense	CCE	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> ◦ Child Care receipts ◦ Manual Child Care Authorization Sheets
Miscellaneous / County Specific	Complete Case File	CCF	Not Restricted	Optional	Not PIN Specific	<ul style="list-style-type: none"> ◦ A case cover sheet to indicate that it is a complete case file. <p>Special Instructions</p> <ul style="list-style-type: none"> ◦ This code is intended to be used in Milwaukee County, but can be used in other locations, as appropriate.

Miscellaneous / County Specific	Child Care Miscellaneous	CCMSC	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> Any other Child Care related document not otherwise specified.
Case Information	Child Care Worksheet	CCWS	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> All CC related worksheets, including manual Child Care payment worksheets DES-11559 Child Care Payment Worksheet for edited Licensed Child Care Providers DES-11560 Child Care Payment Worksheet for Certified and Accredited Certified Child Care Providers DES-11561 Child Care Payment Worksheet for Attendance Based Payments to Licensed Child Care Providers DES-11562 Child Care Payment Worksheet for Enrollment Based Payments to Licensed Child Care Providers.
W2/FSET	Children First Employability Plan	CFEP	Not Restricted	Required	PIN/SSN Specific	<ul style="list-style-type: none"> Signature Page of the WWP printed EP. Any Paper EP not contained in WWP.

						<ul style="list-style-type: none"> Any other supporting documentation used to supplement the information contained in EP.
Case Information	Change Reporting Form	CHG	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> Information Change Report (F-10183) Medicaid Change Report (F-10137) FoodShare Wisconsin Income Change Report (F-16066) ACCESS Report My Changes Change Reports are stored in the ECF with the CHG code.
Restricted	CIP/COP Info	CIP	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> COP Assessment CIP/COP Approval Letters Waiver Requests Family Care (pilot program) documents Interagency Notification of Termination of Medicaid Waiver Eligibility for a Community Waiver Participant (F-10142) Family Care Partnership, PACE, and IRIS Program Requested Disenrollment

						Request (F-02403)
Health Care	Monthly Copay Limit Met Letter	CMC A	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ 5% Cost Share Monthly Copay Limit Met Letter (Individual Open in CARES Case)
Health Care	Monthly Copay Limit Met Letter	CMN C	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ 5% Cost Share Monthly Copay Limit Met Letter (Individual not found in Open CARES Case or SSI)
Restricted	Child Support	CS	Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> ◦ All Child Support non-expense related documents including: <ul style="list-style-type: none"> - Initial or subsequent paternity orders - Court orders regarding support payments ◦ Referrals to child support including: <ul style="list-style-type: none"> - Good Cause Claim (DCF-F-DWSP20 19-E / DCF-F-DWSP20 19-S)

						<ul style="list-style-type: none"> - Child Support Cooperation and Good Cause (DCF-P-5600 / DCF-P-5600-S) - Notice of Assignment: Child Support, Family Support, Maintenance, and Medical Support (DCF-F-DWSP2477-E / DCF-F-DWSP2477-S) o Notice of Assignment: Child Support, Family Support, Maintenance, and Medical Support (DCF-F-DWSP2477-E / DCF-F-DWSP2477-S) Any legal documents regarding Child Support should use the CS code and not LEGAL.
Expenses	Child Support Expense	CSE	Not Restricted	Required	Not PIN	<ul style="list-style-type: none"> o All Child Support expense related documents, including

					Specific	documents related to child support payments.
Restricted	Child Welfare	CW	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Any child welfare related documents including: <ul style="list-style-type: none"> - BadgerCare Plus Former Foster Care Youth (FCY) (F-10184) - BadgerCare Plus Child Welfare Parent / Caretaker Relative (CWPC) Communication (F-10185)
Nonfinancial Information	Declining Aid forms	DAF	Not Restricted	Optional	Not PIN Specific	<ul style="list-style-type: none"> ◦ Voluntarily Declining Aid (DCF-F-DWSP2233 / DCF-F-DWSP2233-H / DCF-F-DWSP2233-E-S)
Restricted	Death Certificates	DC	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Death Certificates
Disability Determination	DDB Related Information	DDB	Restricted	Required	PIN / SSN	<ul style="list-style-type: none"> ◦ All manual DDB cases ◦ All contents of the DDB packet

tion Bureau					Specific	<ul style="list-style-type: none"> For other types of DDB documents used in the automated DDB process. See ADDD, MADA, ADDMD, DDDOC, DDWSH, DDB, MADA, and MADR for details.
<u>Case Information</u>	<u>Annual Outreach Notice</u>	<u>DEAR</u>	<u>Not Restricted</u>	<u>Required</u>	<u>Not PIN Specific</u>	<ul style="list-style-type: none"> <u>Notice (with Case Summary) sent to the DEAR Households in the 11th and 23rd month of their certification period.</u>
Case Information	Document Tracking Sheet	DTS	Not Restricted	Optional	Not PIN Specific	<ul style="list-style-type: none"> Use for Document tracking sheets (DTS) only.
Case Information	Electronic Benefit Transfer	EBT	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> EBT related documentation.
Income	Earned Income	EI	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> Paychecks Check stubs Paystubs Employer statements <p>Special Instructions</p> <ul style="list-style-type: none"> Treat as a multi-page document if more than one per job.
W2/FSET	ELEVATE Employability Plan	ELEP	Not Restricted	Required	PIN/ SSN Specific	<ul style="list-style-type: none"> Signature Page of the WWP printed EP.

						<ul style="list-style-type: none"> ◦ Any Paper EP not contained in WWP. ◦ Any other supporting documentation used to supplement the information contained in EP.
Restricted	Estate Recovery Program Disclosure Forms	ERPD	Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> ◦ Estate Recovery Program Disclosure Forms
Income	EVF-E Form	EVFE	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ EVF - E form
Nonfinancial Information	EVF-H form	EVFH	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ EVF-H form
W2/FSET	FSET Participant Agreement Form	FAGR	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ FoodShare Employment and Training (FSET) Program Participation Agreement (E-00136)
W2/FSET	FSET Assessments	FAS	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ TABE ◦ Vocational assessments ◦ WI careers ◦ Training certificates ◦ Information obtained during the enrollment of an FSET individual

						<ul style="list-style-type: none"> Documentation regarding ABAWD exemptions.
Asset Information	All Funeral/Burial Related Info	FB	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> Primarily related to funeral or burial assets.
W2/FSET	FSET Correspondence and Letters	FCORR	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> All other FSET program documents in which an appropriate document type does not exist.
W2/FSET	FSET Education	FEDU	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> Documentation that is used to verify education received and contacts made with educational institutions or services.
W2/FSET	FSET Employment Information	FEMP	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> Documentation for the FSET employment confirmation.
W2/FSET	FSET Enrollment Paperwork	FEN	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> Copy of enrollment appointment letters Documentation obtained during the enrollment into FSET.
W2/FSET	FSET Exemption Documents	FEXP	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> Documents or forms used for ABAWD exemption determination.

W2/FSET	FSET Good Cause	FGC	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Documents that support the granting of good cause.
Case Information	Fair Hearing Requests and Decisions	FH	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> ◦ DHA-28 and other written requests for a fair hearing.
W2/FSET	FSET Job Logs	FJL	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ All job search log documents ◦ Documentation used to verify contact with employers including <ul style="list-style-type: none"> - copies of business cards - employer letters
W2/FSET	FSET Job Information Detail	FJOB	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ All job search log documents ◦ Any documentation used to verify contact with employers including: <ul style="list-style-type: none"> - Copies of business cards - Employer letters
W2/FSET	FSET Miscellaneous Documents	FMSC	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Documents or forms that do not fit into another category.

W2/FSET	FSET Out of State Inquiries	FOSI	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> Information about benefits received in other states - Out of State Inquiry.
Restricted	Fraud Related Information	FRAUD	Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> All documents supporting fraud claims, minus copies that can be obtained from CARES, Fraud and Front End referral forms. Supporting documents for overpayments related to fraud. <p>Special Instructions</p> <ul style="list-style-type: none"> For all other overpayments, refer to OP. For IPV related documents, refer to SANC.
W2/FSET	FSET Returned Mail	FRET	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> Envelopes from mail that has been returned to the agency.
W2/FSET	FSET Release of Information	FROI	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> Release of information form authorizing the disclosure of confidential information, school enrollment, and attendance information.
W2/FSET	FSET Resume/Job Application	FRSM	Not Restricted	Optional	PIN / SSN	<ul style="list-style-type: none"> Resume or job application worked on while

					Specific	in the FSET program.
W2/FSET	FSET Employment Plan	FSEP	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ The FSET employment plan for a participant, including: <ul style="list-style-type: none"> - Goals - Action steps - Assigned activities
W2/FSET	FSET Supportive Services	FSS	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Documents that support the issuance of supportive services.
W2/FSET	FSET Verification Information	FVER	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Documents or forms used for verification inquiries.
W2/FSET	FSET Workfare/Work Experience Documents	FWF WE	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Documentation used to verify workfare or work experience including: <ul style="list-style-type: none"> - copies of business cards - employer letters - phone logs.
Disability Determination Bureau	Health and Employment Counseling Program (HEC) Application Form/Decision Letter	HEC	Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Letter approving or denying a MAPP applicant or member's request for HEC enrollment for MAPP non-financial eligibility.

<p>Nonfinancial Information</p>	<p>Proof of Identity</p>	<p>ID</p>	<p>Not Restricted</p>	<p>Required</p>	<p>PIN / SSN Specific</p>	<ul style="list-style-type: none"> ◦ Any identity or citizenship document or form including: <ul style="list-style-type: none"> - birth certificate - baptismal certificate - immigration status docs - drivers license - passport - state ids - county ids - P-140 ◦ Any documents used to meet the MA/BC citizenship and identity verification requirement including: <ul style="list-style-type: none"> - Statement of Identity for Children Under 18 Years of Age (F-10154) - Assign these to the primary person - Statement of Citizenship and/or
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						<p>Identity for Special Populations (F-10161)</p> <p>Special Instructions:</p> <ul style="list-style-type: none"> Do not scan birth queries or birth notification letters from the state.
Income	In-Kind Income Verification Form	INKD	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> Proof of In-Kind Hours (F-02577)
<u>Disability Determination for Katie Beckett Medicaid</u>	<u>KB AUTHORIZATION TO DISCLOSE INFO-CLINIC</u>	<u>KBAD</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> <u>Authorization to Disclose Information to Wisconsin DHS Katie Beckett Medicaid (Clinic-specific) (F-03096B)</u>
<u>Disability Determination for Katie Beckett Medicaid</u>	<u>KB AUTHORIZATION TO DISCLOSE INFO-GEN</u>	<u>KBADG</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> <u>Authorization to Disclose Information to Wisconsin DHS Katie Beckett Medicaid (F-03096)</u>
<u>Katie Beckett Medicaid</u>	<u>IFSP BIRTH TO THREE RECORDS</u>	<u>KBBTR</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> <u>Program records for Birth to Three for Katie Beckett Medicaid</u> <ul style="list-style-type: none"> <u>Individualized Family Service Plan</u> <u>See Forward</u>

						<u>Health program forms.</u>
<u>Katie Beckett Medicaid</u>	<u>KATIE BECKETT RECORDS INVOICE</u>	<u>KBINV</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> ◦ <u>Billing and invoicing records for services for Katie Beckett Medicaid-related treatment.</u>
<u>Katie Beckett Medicaid</u>	<u>MENTAL HEALTH BEHAVIORAL RECORDS</u>	<u>KBMBR</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> ◦ <u>Mental Health Behavioral Records related to Katie Beckett Medicaid:</u> <ul style="list-style-type: none"> - <u>Assessments</u> - <u>Treatment Plans</u> - <u>Progress Notes</u> ◦ <u>Admittance / Discharge dates.</u>
<u>Confidential Information Release Authorization for Katie Beckett Medicaid</u>	<u>CONFIDENTIAL INFO RELEASE AUTHORIZATION</u>	<u>KBMC I</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> ◦ <u>Confidential Information Release Authorization (F-82009)</u>
<u>Disability Determination for Katie Beckett Medicaid</u>	<u>WI KBM DISABILITY EVALUATION FORM</u>	<u>KBMD E</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> ◦ <u>Wisconsin Medicaid Katie Beckett Disability Evaluation Form (F-03102)</u>
<u>Katie Beckett Medicaid</u>	<u>FUNCTIONAL SCREEN DOCUMENT</u>	<u>KBMF S</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> ◦ <u>Functional Screen Document (F-00367)</u>

<u>Katie Beckett Medicaid</u>	<u>KATIE BECKETT MEDICAID MEDICAL RECORDS</u>	<u>KBM MR</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> ◦ <u>Katie Beckett Medicaid Medical records:</u> <ul style="list-style-type: none"> - <u>Assessments</u> - <u>Treatment Plan</u> - <u>Progress Notes</u> ◦ <u>Admittance / Discharge dates.</u>
<u>Katie Beckett Medicaid</u>	<u>KATIE BECKETT OTHER RECORDS FOR KBM</u>	<u>KBOT R</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> ◦ <u>Any other record related to Katie Beckett Medicaid individual</u>
<u>Disability Determination for Katie Beckett Medicaid</u>	<u>PRSUMPTIVE DISABILITY FORM</u>	<u>KBMP D</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> ◦ <u>Presumptive Disability Form: This form is used internally between the Bureau of Children's Services (BCS) and the Bureau of Clinical Policy and Pharmacy (BCPP).</u>
<u>Katie Beckett Medicaid</u>	<u>MEDICAL RENEWAL PROVIDER INFO FORM</u>	<u>KBRPI</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> ◦ <u>Katie Beckett Medicaid Medical Renewal: Provider Information Form (F-03144)</u>
<u>Katie Beckett Medicaid</u>	<u>REHABILITATION THE RAPIES (OT/PT/SLP)</u>	<u>KBRTR</u>	<u>KBM Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> ◦ <u>Rehabilitation provider documentation:</u> <ul style="list-style-type: none"> - <u>Physical therapy.</u> - <u>Occupational therapy.</u>

						<ul style="list-style-type: none"> - Speech and language pathologist
Nonfinancial Information	Legal Documents	LEGAL	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Guardianship papers ◦ Power of attorney ◦ Divorce ◦ Separation ◦ Marriage certificates ◦ Bankruptcy papers ◦ Notice of Intent to File a Lien ◦ Affidavits of Lost ◦ Destroyed ◦ Stolen Benefits (FIS-12768).
Asset Information	Life Insurance Policies	LIP	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> ◦ Term, group, or whole (face and cash value) ◦ Life Insurance Information request ◦ Life Insurance Inquiry (F-10144) <p>Special Instructions</p> <ul style="list-style-type: none"> ◦ There is no need to copy the full policy if that can be obtained from Insurance Agent.
Disability Determination Bureau	MADA Application	MADA	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Medicaid Disability Application (F-10112) ◦ Medicaid Disability Application Addendum - Telephonic

						Signature (F-10112A)
MAPP	MADR Redetermination	MADR	Restricted	Required	PIN/SSN Specific	<ul style="list-style-type: none"> Medicaid Disability Redetermination Report (F-10114)
Restricted	MA Manual Eligibility Forms	MAEF	Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> Medicaid / BadgerCare Plus Remaining Deductible Update (F-10109) Medicaid/Badger Care Plus Eligibility manual certification form (F-10110). Previously known as 3070. Spousal impoverishment allocation forms Authorization for Retroactive CTS (F-22564) Emergency MA paperwork Good Faith Medicaid / BadgerCare Plus Certification (F-10111)
Restricted	Medical Assessments	MAS	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> Wisconsin Well Woman Medicaid Application and Renewal (F-10075) Drug test results and all documents formerly coded as MDE (Physician's Evaluation):

						<ul style="list-style-type: none"> - Mental health or other incapacitation docs - Special needs documents (child care) - Pregnancy verification. - Drug Test Results - Temporary Stay for Nursing Home - Medicaid Purchase Plan (MAPP) - Work Requirement Exemption (F-10127)
Restricted	Medical Expenses/Deductible Documents	ME	Restricted	Optional	Not PIN Specific	<ul style="list-style-type: none"> o Cover sheet and all verifications of medical costs o Other health insurance o Pharmacy and doctor bills. o Copies of checks for BadgerCare premiums and payment coupons o Medicaid Purchase Plan (MAPP) Member

						<p>/ Premium Information (F-10122)</p> <ul style="list-style-type: none"> ◦ BadgerCare Plus/Medicaid Health Insurance Information for Katie Beckett Medicaid (F-10015)
Nonfinancial Information	Miscellaneous Nonfinancial	MNF	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Use this document code for any nonfinancial document that doesn't have a specific code. For example: <ul style="list-style-type: none"> - Wisconsin Funeral and Cemetery Aids Program Application (F-10141)
Correspondence	Notice of Decision	NOD	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> ◦ Non-CARES generated Notices of decision including: <ul style="list-style-type: none"> - Medicaid Member Asset Allocation Notice (F-10098) - Community Spouse Asset Share (F-10096)

						<ul style="list-style-type: none"> - Medicaid Income Allocation Notice (F-10097) - Notice of Denial of Benefits/ Negative Change in Benefits (F-16001) - Notice of Approval of Benefits/ Positive Change in Benefits (F-16015) - Medicaid Manual Notice for Cost of Care Contribution (F-10108)
Case Information	CMPR VCL LIAB REQST	OCCL	Not Restricted	Required	PIN/SSN Specific	A signed verification form from liable individuals is needed for OCC to process a compromise request.
Case Information	CMPR VCL PRIM REQST	OCC V	Not Restricted	Required	PIN/SSN Specific	A signed verification form from primary requesters is needed for OCC to process a compromise request.

Case Information	COMPROMISE REQUEST	OCC R	Not Restricted	Required	PIN/SSN Specific	<p>A signed required form is needed for OCC to process a compromise request.</p> <p>Form numbers: F-03266, F-03266S, and F-03266H for English, Spanish, and Hmong versions, respectively</p>
Miscellaneous / County Specific	Other County Documents	OCNTY	Not Restricted	Optional	Not PIN Specific	<ul style="list-style-type: none"> ◦ County generated documents or forms that do not fit into another category. ◦ Does not include documents generated by the customer or State forms, or any SeniorCare form.
Case Information	Overpayment/Underpayment Recoupment	OP	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Overpayments, underpayment and benefit recovery documents used for over payment or under payment calculation ◦ Wisconsin Works (W-2) Repayment Agreement (DCF-F-DES10790) ◦ Overpayment Recoupment Notice ◦ FoodShare Wisconsin Nonfinancial

						<ul style="list-style-type: none"> Worksheet (F-16073) ◦ FoodShare Worksheet (F-16033) ◦ Wisconsin Works (W2) Overpayment Recoupment Notice (DCF-F-DES10787) ◦ BV worksheets ◦ Associated letters ◦ Sheriff's reports and manual wage verification used to calculate overpayments ◦ Request for Write Off or Adjustment DWSD-11439 ◦ State Letter of 'Acknowledgment of Receipt' <p>Special Instructions</p> <ul style="list-style-type: none"> ◦ For overpayments related to fraud, see FRAUD
W2/FSET	Performance Outcome	POP D	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Performance Outcome Payment Documents
Case Information	Pre-Printed Renewal Form	PPRF	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> ◦ Scan all pages received, including the signature page.
Nonfinancial	Internal or State QC Info	QC	Not Restricted	Optional	Not PIN	<ul style="list-style-type: none"> ◦ FoodShare TCRs ◦ Other Quality Control or

Information					Specific	Quality Assurance documents.
Case Information	Authorization of Representative Forms	REP	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> Wisconsin Works (W-2) and Related Programs Authorization of Participant Representative (DCF-F-DWSP2375-E / DCF-F-DWSP2375-E-S / DCF-F-DWSP2375-E-SW) FoodShare Authorized Buyer The Authorized Representative section of ACCESS Apply For Benefits, if completed.
Correspondence	Returned Mail	RET	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> Scan the envelope and all contents. <p>Special Instructions:</p> <ul style="list-style-type: none"> When searching for returned mail in the ECF, search for both UCOR and RET document codes.
Case Information	Retailer Initiated Adjustment Notice	RIA	Not Restricted	Optional	Not PIN Specific	<ul style="list-style-type: none"> Retail Initiated Adjustment Notice
Restricted	Release of Information Forms	ROI	Restricted	Required	PIN / SSN	<ul style="list-style-type: none"> Release of information form including:

					Specific	<ul style="list-style-type: none"> - Authorization for Disclosure of Confidential Information (DCF-F-DWSP10779-E) - School Enrollment and Attendance Information Release (DCF-F-DES11297-E)
Restricted	Residential Substance Use Document	RSUD	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> o Residential Substance Use Disorder Treatment for BadgerCare Plus and Medicaid Members document (F-02766)
Nonfinancial Information	Sanctions	SAN C	Not Restricted	Optional	Not PIN Specific	<ul style="list-style-type: none"> o Documents related to sanctions, except W-2 hourly, including: <ul style="list-style-type: none"> - FoodShare / FSET sanctions approved or denied and sanction cures

						<ul style="list-style-type: none"> - Drug felony - All IPV documents, including W-2. <p>Special Instructions:</p> <ul style="list-style-type: none"> o For W-2 hourly sanction and strike documents, refer to WSGC
Nonfinancial Information	Spousal Allocation Statement	SAS	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> o Spousal Allocation Statement
Asset Information	Stocks and Bonds Info	SB	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> o Savings Bonds
Nonfinancial Information	School Information	SCHL	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> o School related documents used for all programs, except Learnfare, including: <ul style="list-style-type: none"> - School schedules used for Child Care authorizations - Financial Aid Information - Student Financial Aid Report (F-16021)

						<p>Special Instructions:</p> <ul style="list-style-type: none"> ◦ For Learnfare, refer to WLCM
Nonfinancial Information	FoodShare Buy and Make Food Separately form	SEF	Not Restricted	Optional	Not PIN Specific	<ul style="list-style-type: none"> ◦ Household information request
Income	Self-employment income	SEI	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ SEIRFs ◦ Other self-employment info ◦ Tax forms for the most current tax year ◦ Self-Employment Income Report DWSP-2131 ◦ Self-Employment Income Report (F-00107) ◦ Self-Employment Income Report (F-00107) Room and board documents/forms ◦ Self-Employment Income Worksheet: Partnership (Schedule K-1 and Form 1065) (F-16036) ◦ Self Employment Income Worksheet - Sole Proprietor Farm and Other Business (F-16037) ◦ Self-Employment Income Worksheet - S Corporation (Schedule K-1)

						and Form 1120S) (F-16035)
Case Information	SMRF Form	SMRF	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> FoodShare Six-Month Report and Instructions (F-16076)
Nonfinancial Information	Spousal Signature Form	SSF	Not Restricted	Required	PIN / SSN Specific	Request for Community Spouse Signature (F-02733)
Restricted	SSI/SSDI/Referral/Advocacy Documents	SSIA	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> SSI/SSDI/Referral/Advocacy Documents
Nonfinancial Information	Social Security Card	SSN	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> Application for a SSN Social Security Number Referral (F-16022) <p>Special Instructions:</p> <ul style="list-style-type: none"> Only scan cards where the number has not yet been validated or has a mismatch in CARES.
SSI Medicaid	SSI Medicaid Copay Limit Set	SSOT	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> One-time 5% Cost Share Copay Limit Set Letter for SSI Medicaid members
Expenses	Shelter/Utility Expense	SUE	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> Leases Residence forms Lease forms Shelter forms Proof of rent

						<ul style="list-style-type: none"> ◦ Utility bills such as phone or electric ◦ Tax payments ◦ Mortgage ◦ Property taxes ◦ Section 8 papers ◦ CDA papers ◦ Homeless agreement ◦ In /Out of Nursing Home form ◦ Other residency verification
Expenses	Tax Deductions	TD	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Documents that serve as verification for Tax Deductions.
Nonfinancial Information	Tax Filing Information	TFI	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ All documents that serve as verification for Tax Filers and Tax Dependents.
W2/FSET	TJ Employability Plan	TJEP	Not Restricted	Required	PIN/ SSN Specific	<ul style="list-style-type: none"> ◦ Signature Page of the WWP printed EP. ◦ Any paper EP not contained in WWP. ◦ Any other supporting documentation used to supplement the information contained in EP.
W2/FSET	TMJ Employability Plan	TMEP	Not Restricted	Required	PIN/ SSN Specific	<ul style="list-style-type: none"> ◦ Signature Page of the WWP printed EP. ◦ Any paper EP not contained in WWP.

						<ul style="list-style-type: none"> ◦ Any other supporting documentation used to supplement the information contained in EP.
Miscellaneous / County Specific	Transform Milwaukee Jobs	TMJ	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Transform Milwaukee Jobs APP & Eligibility Documents
Nonfinancial Information	Treatment Needs Question	TNQ	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Treatment Needs Question (F-02547) returned by member to submit TNQ.
Restricted	TPL/Accident Report	TPL	Restricted	Optional	Not PIN Specific	<ul style="list-style-type: none"> ◦ TPL/Accident Report
MAPP	MAPP Premium Temporary Waiver Form	TWMP	Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Request for a Temporary Waiver of MAPP Premium (F-02603)
Miscellaneous / County Specific	Uncategorized Correspondence	UCOR	Not Restricted	Optional	Not PIN Specific	<ul style="list-style-type: none"> ◦ Letters to other agencies and notes from applicants or members including: <ul style="list-style-type: none"> - Notices with changes - EOS forms send to another state to check for

						<ul style="list-style-type: none"> open benefits - Problem Resolution Team E-mail correspondence - Emails from applicants or members reporting changes <p>Special Instructions</p> <ul style="list-style-type: none"> o For returned mail from the post office see RET. o For confidential documents to W-2 service providers, refer to WSPC. o Prior to November 2011 UCOR was used for returned mail from the post office. When searching for returned mail in the ECF, search for both the UCOR and RET doc codes.
Asset Information	Undue Hardship	UH	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> o Divestment Penalty and Undue Hardship Notice Plus Waiver Request (F-10193)

						<ul style="list-style-type: none"> Other undue hardship-related documentation.
Income	Unearned Income	UI	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> Child Support Alimony Social Security Verification of Veterans Benefits (F-10162) Kinship Care
Case Information	Requesting Verification	VER	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> All non-CARES generated request for verification documents including: <ul style="list-style-type: none"> Checklists Agency letters Request for Verification (DCF-F-DWSP23 03-E / DCF-F-DWSP23 03-E-S)
Asset Information	Vehicle Info	VI	Not Restricted	Required	Not PIN Specific	<ul style="list-style-type: none"> Vehicle Information
W2/FSET	W-2 Alcohol, Substance Abuse Information	WAA	W-2 Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> Documents about alcohol and substance abuse. This code includes but is not limited to:

						<ul style="list-style-type: none"> - assessments - diagnoses - treatment notes
W2/FSET	W-2 Attendance Tracking	WAT	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> o Documents that verify attendance at a W-2 activity including: <ul style="list-style-type: none"> - Individual timesheets - Group sign-in sheets - Computer printouts - Education and training attendance documentation - Facilitated job search activity tracking. <p>Special Instructions</p> <ul style="list-style-type: none"> o For independent job search logs, refer to WJSL o For other documents related to school, refer to SCHL
W2/FSET	Household Budget Worksheet for W-2	WBW	Not Restricted	Optional	Not PIN	<ul style="list-style-type: none"> o Household Budget Worksheet for Wisconsin Works

					Specific	(W-2) (DCF-F-DWSP2443-E)
W2/FSET	WP Cover Letter	WCL	Not Restricted	Optional	PIN/SSN Specific	Work Programs participant Cover Letter.
W2/FSET	Documentation Referral to Other Agency	WDR	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> Referrals to outside agencies such as the DVR and CAP programs assessment referral forms, etc. Work program referrals, supportive services referrals, etc. <p>Special Instructions</p> <ul style="list-style-type: none"> For referrals within an agency, refer to OCNTY.
W2/FSET	W-2 Domestic violence information	WDV	W-2 Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> Documents about domestic violence.
W2/FSET	Electronic Funds Transfer	WEFT	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> Electronic Funds Transfer (DCF-F-DWSP10791-E / DCF-F-DWSP10791-E-S)
W2/FSET	W-2/FSET Employability Plan	WEP	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> The signature page of the CARES printed EP Any paper EPs not contained in CARES Wisconsin Works (W-2)

						<p>Employability Plan (DCF-F-DES10788-E / DCF-F-DES10788-E-S)</p> <ul style="list-style-type: none"> Any other supporting documentation used to supplement the information contained in the EP.
W2/FSET	Requesting Verification for EA	WEV CL	Not Restricted	Optional	PIN / SSN Specific	<ul style="list-style-type: none"> Emergency Assistance Verification Checklist
W2/FSET	W-2 Agency Extension Record	WEX	W-2 Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> DWSW-11661-E W-2 Agency Time Limit Extension Record.
W2/FSET	Fact Finding Documents	WFF	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> Fact Finding Review Appointment Notice (DCF-F-DWSP10782-E / DCF-F-DWSP10782-E-S) Request for a Wisconsin Works (W-2) Fact Finding Review (DCF-F-DWSP10783-E / DCF-F-DWSP10783-E-S) Fact Finding Review Summary and Decision (DCF-F-DWSP10784-E / DCF-F-DWSP10784-E-S)

						<ul style="list-style-type: none"> Fact Finding Review Voluntary Withdrawal (DCF-F-DWSP11155-E / DCF-F-DWSP11155-E-S)
W2/FSET	W-2 JAL Supporting documents	WJAL	Not restricted	Not required	PIN/SSN Specific	Additional documents for JAL determination.
W2/FSET	W-2 JAL application	WJLA	Not restricted	Required	PIN/SSN Specific	<p>Signed JAL application and acknowledgement of loan receipt. Can be form</p> <p>DCF-F-DWSP2482-E, DCF-F-DWSP2482-E-S or BRITS generated.</p>
W2/FSET	W-2 JAL renegotiation documents	WJLR	Not restricted	Required	PIN/SSN Specific	Signed renegotiation of JAL terms. Can be form DCF-F-5556 or BRITS generated.
W2/FSET	W-2 Job Search Log	WJSL	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> All job search log documents and any documentation used to verify contact with employers, including: <ul style="list-style-type: none"> Copies of business cards Employer letters <p>Special Instructions</p> <ul style="list-style-type: none"> For all other attendance tracking, including

						facilitated job search activities, refer to WAT.
W2/FSET	Learnfare Case Management Plan	WLC M	Not Restrict ed	Requi red	PIN / SSN Speci fic	<ul style="list-style-type: none"> ◦ Learnfare release ◦ Other school enrollment ◦ Attendance information ◦ Learnfare Case Management Plan (DCF-F-DES10789-E / DCF-F-DES10789-E-S)
W2/FSET	Medical Exam W2	WM E	W-2 Restrict ed	Requi red	PIN / SSN Speci fic	<ul style="list-style-type: none"> ◦ Medical Exam & Capacity Form W2
W2/FSET	Confidential Misc Work Program Documents	WM CD	W-2 Restrict ed	Requi red	PIN/ SSN Speci fic	<ul style="list-style-type: none"> ◦ Misc. W-2 Confidential Documents
W2/FSET	Miscellaneous Work Program Documents	WM SC	Not Restrict ed	Optio nal	PIN / SSN Speci fic	<ul style="list-style-type: none"> ◦ All other work program documents in which an appropriate document type does not exist.
W2/FSET	Out of State Inquiry	WOS I	Not Restrict ed	Requi red	PIN / SSN Speci fic	<ul style="list-style-type: none"> ◦ Information about benefits received in other states ◦ Out of State Inquiry (W-2) form (DES-4021)
W2/FSET	W-2/FSET Participation Agreement	WPA	Not Restrict ed	Requi red	PIN / SSN Speci fic	<ul style="list-style-type: none"> ◦ Wisconsin Works (W-2) Participation Agreement (DCF-F-DWSP10755-E /

						<p>DCF-F-DWSP10755-E-S)</p> <ul style="list-style-type: none"> ◦ FoodShare Employment and Training (FSET) Program Participation Agreement (E-00136)
W2/FSET	W-2 Placement-Related Forms	WPF	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ All W-2 placement related forms, including: <ul style="list-style-type: none"> - Trial Job Employer Agreement (DES-10759) - Wisconsin Works (W-2) Work Training Site Agreement (DCF-F-DWSP10792-E / DCF-F-DSWP10795-E-SW) - Worksite evaluations and participant's progress reports. <p>Special Instructions</p> <ul style="list-style-type: none"> ◦ For worksite attendance or any other attendance

						documents, refer to WAT .
W2/FSET	W-2 Physical, Mental Health Information	WPM	W-2 Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ Documents about physical health, mental health, and disabilities and impairments <u>except the W-2 Medical Examination and Capacity Form and disability-related assessments.</u> ◦ This code includes but is not limited to: <ul style="list-style-type: none"> - assessments - diagnoses - treatment notes
W2/FSET	WP Resume	WRS	Not Restricted	Optional	PIN/SSN Specific	Work Programs participant Resume document.
W2/FSET	Sanction and Good Cause Documentation	WGC	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> ◦ For all W-2 non-participation or non-cooperation related documents including: <ul style="list-style-type: none"> - Hourly non-participation - Non-participation strikes

						<ul style="list-style-type: none"> - Good cause documents. <p>Special Instructions</p> <ul style="list-style-type: none"> o For IPV-related docs, refer to SANC.
W2/FSET	W-2 Service Provider Correspondence	WSP C	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> o Documents to service providers outside of the W-2 agency that are confidential. <p>Special Instructions</p> <ul style="list-style-type: none"> o For non-confidential documents to service providers, refer to UCOR.
W2/FSET	W-2 Supportive Services Plan	WSS P	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> o Supportive Service Plan (DCF-F-DWSW12956-E)
W2/FSET	Non-Medical Assessments	WVA S	Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> o All non-medical assessment documentation including: <ul style="list-style-type: none"> - Vocational assessments - Career/employment readiness assessments - Education assessments

						<ul style="list-style-type: none"> - AODA assessments - Domestic violence assessments - Self-declared needs assessments - Family profiles
W2/FSET	W-2 Vocational, Functional Assessments	WVF	W-2 Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> o Documents about disability-related assessments. o This code includes but is not limited to: <ul style="list-style-type: none"> - vocational assessments - functional assessments
W2/FSET	Vendor Payment Request	WVPR	Not Restricted	Required	PIN / SSN Specific	<ul style="list-style-type: none"> o Vendor Payment Request (DCF-F-DWSP3147 / DCF-F-DWSP3147-S)
<u>WWWMA</u>	<u>WWWMA Application Form</u>	<u>WWAF</u>	<u>Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> o <u>Wisconsin Well Woman Medicaid Application Form (F-10075)</u>
<u>WWWMA</u>	<u>WWWMA Renewal Form</u>	<u>WWRF</u>	<u>Restricted</u>	<u>Required</u>	<u>PIN / SSN Specific</u>	<ul style="list-style-type: none"> o <u>WWWMA Renewal Form/Scan all pages received,</u>

[including the signature page](#)

Note [Document codes starting with "KB" are meant for Katie Beckett Medicaid \(KBM\) documents only.](#)

Active System Codes

The following codes are automatically added to documents created by the CARES systems. They cannot be manually applied to a document.

System or Worker Generated	Document Type	Document Code	Restricted	PIN / SSN- Specific
System Generated	Application Notice for Children	APNCH	Not Restricted	Not PIN Specific
System Generated	Application Notice for Pregnant Women	APNPW	Not Restricted	Not PIN Specific
System Generated	Application Notice	APPN	Not Restricted	Not PIN Specific
System Generated	Application Summary	APPS	Not Restricted	Not PIN Specific
System Generated	Application Real-Time Eligibility PDF	APRTE	Not Restricted	Not PIN Specific
System Generated	Application Summary for Children	APSCH	Not Restricted	Not PIN Specific
System Generated	Application Summary for Pregnant Women	APSPW	Not Restricted	Not PIN Specific
Worker Generated	CARES Application Forms	CAF	Not Restricted	Not PIN Specific
System Generated	CARES Case Summary	CCSU	Not Restricted	Not PIN Specific

System Generated	Admin Renewal	CMAD	Not Restricted	Not PIN Specific
Worker Generated	Caseload Management Letter 1	CML1	Not Restricted	Not PIN Specific
System Generated	Correspondence Document	CORR	Not Restricted	Not PIN Specific
System Generated	Disability Determination Documents	DDDOC	Not Restricted	Not PIN Specific
System Generated	Disability Determination Worksheet	DDWSH	Not Restricted	Not PIN Specific
Worker Generated	FSET Activity Report Form	FARF	Not Restricted	PIN / SSN Specific
System Generated	FSET Employment Plan Unsigned Document	FSEU	Not Restricted	PIN / SSN Specific
Worker Generated	IMQA Documents	IMQA	Not Restricted	Not PIN Specific
<u>System Generated</u>	<u>Katie Beckett Notice of Decision</u>	<u>KBAN</u>	<u>Restricted</u>	<u>PIN / SSN Specific</u>
<u>Worker Generated</u>	<u>First Request for Records for Katie Beckett Medicaid</u>	<u>KBFRR</u>	<u>Restricted</u>	<u>PIN / SSN Specific</u>
<u>Worker Generated</u>	<u>Second Request for Records for Katie Beckett Medicaid</u>	<u>KBSRR</u>	<u>Restricted</u>	<u>PIN / SSN Specific</u>
<u>System Generated</u>	<u>Disability Redetermination Approval Letter</u>	<u>KDRA</u>	<u>Restricted</u>	<u>PIN / SSN Specific</u>

<u>System Generated</u>	<u>Disability Redetermination Letter (90-day diary date Letter).</u>	<u>KDRL</u>	<u>Restricted</u>	<u>PIN / SSN Specific</u>
<u>System Generated</u>	<u>18-Year Letter</u>	<u>K18Y</u>	<u>Restricted</u>	<u>PIN / SSN Specific</u>
<u>System Generated</u>	<u>19-Year Letter</u>	<u>K19Y</u>	<u>Restricted</u>	<u>PIN / SSN Specific</u>
<u>System Generated</u>	<u>WWWMA Approval Letter</u>	<u>NWWW</u>	<u>Not Restricted</u>	<u>Not PIN Specific</u>
<u>System Generated</u>	<u>WWWMA 45-Day Renewal Letter</u>	<u>WML1</u>	<u>Not Restricted</u>	<u>Not PIN Specific</u>
<u>System Generated</u>	<u>WWWMA Denial/Termination Letter</u>	<u>WWDT</u>	<u>Not Restricted</u>	<u>Not PIN Specific</u>

Inactive Codes

DO NOT USE THE CODES LISTED BELOW

The codes listed below are obsolete and have been replaced with active codes found above. They are listed here for reference only as older documents may still be listed under these codes.

Sub-Folder / Document Type	Document Code	Description / Form Numbers / Special Instructions
Request for Assistance	RFA	<ul style="list-style-type: none"> Documents that were coded for any requests for assistance or applications with the APP code.
Confidential	CONF	<ul style="list-style-type: none"> All documents that were coded as CONF

		and are now coded as ROI
Request for Assistance	AFBAP	◦ Formerly used for Apply For Benefits Application which are now coded as APP
Non-Financial Information	DDMPD	◦ Formerly used for medical provider documents
Non-Financial Information	IPV	◦ Formerly used for IPV Documents which are now coded as SANC
Report My Changes report	RMCCR	◦ Formerly used for Report My Changes report which are now coded as CHG

Confidential & Restricted Documents

Documents in the Electronic Case File (ECF) are subject to security and viewing rights that extend from CARES Worker Web (CWW). Documents can be made confidential, restricted, or both.

Document Security	Description
Confidential	<ul style="list-style-type: none"> Documents are made confidential when indexed to a confidential case. Only the primary case worker and their immediate supervisor can view confidential documents. If the case includes a FEP worker, the documents will also be visible to the FEP worker and their immediate supervisor.
Restricted	<ul style="list-style-type: none"> Documents are restricted based on their document code. See Document List/Codes for a complete list of restricted document codes. Only workers with edit access to the indexed case, including CWW Super Users, can view restricted documents.
KBM Restricted	<ul style="list-style-type: none"> Documents are KBM restricted based on their document code. See Document List/Codes for a complete list of KBM restricted document codes. Only the Katie Beckett (KB) workers can view the KB document codes.
W-2 Restricted	<ul style="list-style-type: none"> Documents are W-2 restricted based on their document code. See Document List/Codes for a complete list of W-2 restricted document codes.

	<ul style="list-style-type: none">○ Only the FEP worker and their supervisor can view the document regardless of confidentiality of the case.
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If a document is both restricted and confidential, it can only be viewed by the primary case worker, primary FEP worker (if applicable) and their immediate supervisor so long as they have edit access to the confidential case.

Scanning

Resource Groups

DHS State Offices

Program	County Number	Default Document Type	Resource Group Names
EM CAPO	74	Process First Local	EM-CAPO_County Scan
			EM-CAPO_County Index
WFCAP	74	Process First Local	WFCAP_County Scan
			WFCAP_County Index
<u>Katie Beckett Medicaid</u>	<u>76</u>	<u>Scan First Local</u>	<u>KatieBeckett Scan</u>
			<u>KatieBeckett Indexing</u>