



### **What is FoodShare Wisconsin?**

FoodShare Wisconsin was created to help stop hunger and to improve nutrition and health. FoodShare helps people with limited money buy the food they need for good health. Each month, people across Wisconsin get help from FoodShare. They are people of all ages who have a job but have low incomes, are living on small or fixed income, have lost their job, and are retired or disabled and not able to work.

To view general eligibility requirements and information on ways to apply, follow this link: <https://www.dhs.wisconsin.gov/foodshare/eligibility.htm>

To view more specific eligibility requirements, begin your online application, or login to an existing account, follow this link: <https://access.wisconsin.gov/>

### **How do you use FoodShare?**

FoodShare benefits are loaded on a QUEST card that works like a debit card. Funds are loaded to the card on the same date each month. Funds do not roll over so if you do not use the full balance of your card by the next deposit date it starts you over for the month. The date your benefits become available is based on the 8th digit of your Social Security Number (SSN).

<b>8<sup>th</sup> Digit of Your Social Security Number</b>	<b>Day of the Month Your FoodShare Benefits Will Be Available</b>
0	2 <sup>nd</sup>
1	3 <sup>rd</sup>
2	5 <sup>th</sup>
3	6 <sup>th</sup>
4	8 <sup>th</sup>
5	9 <sup>th</sup>
6	11 <sup>th</sup>
7	12 <sup>th</sup>
8	14 <sup>th</sup>
9	15 <sup>th</sup>

When making purchases, you simply scan your card, just like you do a credit/debit card. All qualified FoodShare purchases will be deducted. Any remaining balance is your responsibility to pay.

Note: Not all food items qualify. Nor do non-food items. You cannot use FoodShare to buy:

- Nonfood items (pet foods, paper products, soaps, household supplies, grooming items, tooth paste, cosmetics, etc.)
- Beer, wine, liquor, cigarettes, or tobacco
- Food that will be eaten in the store
- Hot foods (food cooked and served hot at the store)
- Vitamins and medicines

## How to Apply

**To apply online**, go to [ACCESS.wi.gov](https://ACCESS.wi.gov) and click on Apply for Benefits. ACCESS is also the fastest and easiest way to apply for all forms of BadgerCare Plus and Medicaid, no matter where you live in Wisconsin.

**To apply by phone or in person**, go to the following website: <https://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm> and from the list at the bottom of the page, click the county where you live or the county/tribal name to get the address and phone number for your local agency.

**To apply by mail**, complete an application for each program you are applying for. Send the completed application and any proof/verification to:

If you live in Milwaukee County:  
MDPU  
PO Box 05676  
Milwaukee WI 53205  
Fax: 1-888-409-1979

If you do not live in Milwaukee County:  
CDPU  
PO Box 5234  
Janesville, WI 53547-5234  
Fax: 1-855-293-182

When completing an online application, you will need to have the following information or documents accessible, pertaining to all members of your household:

- Contact information
- Social Security Number
- Medicare or Medicaid information
- Previous felonies
- Information regarding any type of income received, including SSI, support payments, etc.
- Amount of rent and utility bills

Application tips:

- Your AmeriCorps living stipend is not a wage or salary and should be reported as zero income
- If you have additional jobs, you are required to enter that income information
- Select all types of benefits you are applying for (FoodShare, Family Planning Services, Health Care, Child Care), and fill out only one application all at once
- It may take three or more weeks to receive benefits after submitting your application. If benefits begin in the middle of the month, you will receive a prorated amount for that first, partial month

## Interview

Once your application is received, you will receive a response within 24-48 hours to complete an interview. Interviews are generally by phone, but they may also request an in-person interview. A phone interview lasts approximately 15-20 minutes and mainly serves to verify and elaborate on information you provided in your application.

During your interview, you will be advised of any documentation you need to submit, including income verification from Marshfield Clinic AmeriCorps. To obtain an income verification form, please contact Brian Blahnik at [blahnik.brian@marshfieldclinic.org](mailto:blahnik.brian@marshfieldclinic.org) or Shelly Kaiser at [kaiser.shelly@marshfieldclinic.org](mailto:kaiser.shelly@marshfieldclinic.org). You will receive an Employer Verification of Earnings Form and a letter, signed by Brian Blahnik or Shelly Kaiser, which confirms your receipt of the living allowance and clarifies that it should not be considered income.

You will have a 30 day deadline to submit all requested documentation.

Once you have submitted the required documents and completed the phone interview you will receive a mailed letter or emailed letter stating your benefit status has changed and that you are not receiving FoodShare for the current month but will receive X amount of dollars depending on your situation for the next month. However, you will receive a prorated amount for the partial month in which the benefits began. For example, after the application process was completed, a member logged on to myACCESS and it stated she would not be receiving benefits until November. However she was issued a card on the 9<sup>th</sup> of October with funds that she was able to use. You will receive your QUEST card preloaded with your benefit amount in the mail if you are approved for the program.

### **Six-Month Reporting**

You may be required to complete a FoodShare Six-Month Report to verify your enrollment information is still accurate and has not changed.

You will receive a letter\* explaining how to submit the FoodShare Six-Month Report. You will need to send proof of the information you are reporting on the form. The information on the FoodShare Six-Month Report and the proof you provide will be used to update your information.

**If you do not complete the FoodShare Six-Month Report in time, your benefits may end and you will have to begin the application process again to re-enroll in FoodShare.**

### **Renewal**

FoodShare requires a renewal at least once a year. The renewal is to make sure you still meet all program rules and that you are receiving the correct amount of benefits.

You will receive a letter\* the month before the renewal is due. The letter will specify the information needed and how to submit your renewal. This process does require another interview, which will be done by phone. You may request to have your interview done in person at a local agency.

**If you do not complete the renewal in time, your benefits will end and you will have to begin the application process again to re-enroll in FoodShare.**

\*FoodShare default method for sending letters is by mail. If you have selected to receive letters online instead of by regular mail, you will receive an email when there is a new letter for you to review on [access.wisconsin.gov](http://access.wisconsin.gov). If there is a form you must fill out and send back regarding your FoodShare benefits, you will receive the form by mail, regardless of the method you have selected to receive your letters.