



Step-by-Step Instructions for Applying for the FoodShare Program



Being Prepared Makes for a Smooth and Efficient Application Process!

Step One: Complete the yellow Registration form included in this packet.

Step Two: Mail your Registration form only to the Department of Human Services. This is the beginning of your application. Keep the rest of the packet for your records.

Begin to fill in the Medical Expense Deduction worksheet and gather the documentation (proof) for each type of expense.

Step Three: Your worker will call you to set up an appointment to apply for your QUEST card. You will need to come to the office in Baraboo. If you are not able to drive you may either call the Commission on Aging for transportation or you may request your worker to make some other arrangements with you. (608-355-4200)

Step Four: Bring all of your paperwork with you. This includes proof of your monthly medical expenses which are listed on your Medical Expense Deduction worksheet. You will also need to bring:

- proof of your income
- proof of citizenship or alien status (your Social Security card or a Green card)
- your most recent utility bills
- Social Security numbers of each person in your household
- proof of your address (a copy of your lease or your property tax statement)
- homeowner's insurance premium statement if applicable
- proof of mortgage payment or lot rent whichever is applicable

At this appointment your worker will complete your application and tell you how much your Quest benefits will be each month. It is important that you have all of your information with you.

Step Five: Your QUEST card will arrive in the mail. Follow the directions for activating it.

CONGRATULATIONS!

You are on your way to good nutrition
and a
grocery budget that stretches a bit
further than it used to!



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FoodShare
WISCONSIN
A Recipe for Good Health