



Wisconsin's Self-Directed Supports Program

Goods and Services: Explanation Letter for Vendors

I, _____, am a participant receiving goods, supports and services through a state and federally funded program called IRIS. It is Wisconsin's self-directed waiver program. Through this program, I am able to purchase items/goods and services that are approved on my Individual Support and Service Plan and budget.

In order to buy these goods and services, I need an invoice or cost quote from you. This invoice or cost quote should include:

- A description of the items or services I am purchasing
- The total cost of the items or services including tax or any other fees.

Once I have the cost quote or invoice, I will submit it to the state contracted Financial Services Agency (FSA). They will issue a check from my account made out to your business for this purchase. The check will then be mailed or handed to you personally to complete the transaction.

The check will come from: State of Wisconsin
IRIS - FSA
2020 W. Wells St.
Milwaukee, WI 53233

The check will reference my name (as listed above) and the cost quote or invoice number.

You may contact the FSA if you have any questions regarding this process:

Toll-Free: 888-800-5599

Local: 414-937-2175

Fax: 414-937-2037

Email: iris@mcfi.net

Website: www.wisconsin-iris.com