

2.17 Identification of WIC Applicant/Participant and Parent, Guardian or Caretaker

POLICY:

The Local Agency will verify the identification of each applicant/participant and parent, guardian or caretaker applying for benefits on behalf of an infant and/or child at each certification and/or follow-up appointment and when issuing benefits.

PROCEDURE:

A. Required Identification

1. At each contact the local agency staff will verify the identification of each WIC applicant/participant and of the parent, guardian or caretaker.
 - a. For certification appointments, including initial and subsequent certifications, documentation of the identification verification must be entered into the **Crossroads Computer System**.
 - b. A copy of the documents used for proof of identity should not be scanned into the **Crossroads Computer System**.
 - c. Acceptable forms of identification can be the original or viewed on an electronic device.
 - d. Verbal verification (see **Section C.**) will only be used for follow-up, nutrition education, breastfeeding contacts and other food benefit issuance appointments (i.e. formula change appointment).
 - e. Verbal verification (see **Section C.**) cannot be used for Verification of Certification (VOC) or custody or foster care changes.
 - f. Visual verification is not allowed in any circumstance.
2. The following will be accepted as proof of identification:
 - Birth certificate (state-issued)
 - CHIP verification
 - Citizenship papers
 - Concealed carry permit
 - Crib card (infants only)
 - Custody or foster care documents
 - Driver's license or state identification card with photo
 - Employee check stub with name printed on it (current)
 - Employee identification card
 - Home birth certificate (infants only)
 - Hospital identification bracelet (infants only)
 - Immigration record
 - Immunization record
 - Labor and delivery hospital discharge papers (infants only)
 - Marriage license/certificate
 - Medicaid verification

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- Military identification card
- Passport
- School identification card
- Social Security card
- Unemployment Benefit (current)
- Voter registration card
- Self-Declaration Form* (see **section B.**)

*Note: See **Policy 2.17 Attachment #2**, WIC Proof of Identity, Residency and Income*

B. Applicant/Participant and/or Parent, Guardian or Caretaker Unable to Provide Proof of Identification

1. An applicant/participant and/or parent, guardian or caretaker that has no proof of identification must provide a signed statement attesting their identification (see **Policy 2.17 Attachment #1**).
2. The only acceptable uses of **Attachment #1** include: a domestic violence victim, a victim of theft, loss or disaster, a homeless individual or a migrant.
 - a. A misplaced or lost proof of identification is not an acceptable use of **Attachment #1**.
3. **Attachment #1** will be scanned into the **Crossroads Computer System**, titled and documented as Self-Declaration Form.
4. Use of **Attachment #1** must have State-Agency approval. The State-Agency will document approval for self-declared proof of identity in the **Crossroads Computer System**.

C. Verbal Verification

Verbal verification may be used for contacts other than certification appointments, including initial and subsequent certifications. The applicant/participant, parent, guardian or caretaker will provide verbal verification of identification, by providing at least 3 of the following: parent/guardian name and birth date, participant's name(s) and birth date(s), address, or other identifiable information.

1. Verbal verification can be used in clinic for follow-up appointments, nutrition education, breastfeeding contacts and other food benefit issuance appointments (i.e. formula change appointment).
2. Verbal verification can be used for over the phone nutrition education breastfeeding contacts and other food benefit issuance appointments (i.e. formula change appointment).
3. Verbal verification **cannot** be used for certification appointments, including initial and subsequent certifications.
4. Verbal verification **cannot** be used for Verification of Certification (VOC) or custody or foster care changes.

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REFERENCES:

1. WIC Regulations & CFR 246.7, Certification of Participants
2. WIC Policy Memorandum 2016-4, Verification of Certification
3. Final WIC Policy Memorandum 99-4, Strengthening Integrity in the WIC Certification Process

ATTACHMENTS:

1. Self-Declaration Form – State Agency Approval Required
2. WIC Proof of Identity, Residency and Income