

Division of Community Nutrition

Subject: **Proof of Identification**

Policy: **CRT 03.0 - C**

Reference: **CFR §246.7**

Effective: **August 12, 2013**

Supersedes: **September 17, 2007**

I. Policy:

Applicants shall present proof of identification to obtain all WIC services and benefits. This includes, but is not limited to, certification and subsequent certification visits, food benefit issuance, special formula issuance, nutrition education, and Verification of Certification (VOC) transfers.

II. Procedure(s):

A. Request one of the following for proof of identification:

- 1) Valid Medicaid card / letter
- 2) Social Security card
- 3) Driver's license
- 4) Birth certificate
- 5) Marriage license
- 6) Crib card (for newborns)
- 7) Hospital card (for newborns)
- 8) Military identification card or discharge papers (DD214)
- 9) Clinic / hospital record or ID
- 10) TANF / Welfare Photo ID
- 11) Refugee settlement papers
- 12) Immigration or Naturalization Record (e.g., green card)
- 13) Passport / Visa;
- 14) School records (ID or report card, enrollment or health record), or
- 15) eWIC Card

a. The eWIC Card, along with another form of ID listed above, shall be accepted for proof of identity for infants of WIC participants at the initial certification, and at subsequent certification visits for all participants who established identification at the initial certification.

B. The eWIC card shall be presented at all authorized retailers when food benefits are redeemed.

C. Document proof of identification by entering the type of ID presented in Crossroads (e.g., ID - Social Security Card) at the initial certification.

D. Applicants with no proof of identity such as, a victim of theft, loss, or disaster, a homeless individual, a migrant, an undocumented worker, or emancipated minor, shall complete the Affidavit Form, WIC-383C.

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- 1) Document why the applicant could not provide proof of identity on the Affidavit Form, WIC-383C. Scan into the participant's record.
 - 2) Any other applicant without proof of identity will have to be rescheduled to return and bring the required proof before benefits will be given.
- E. Name changes in the system can only be made if the client brings in new, written proof to show the change in name. Such proof may be one of the above, as well as a certified marriage license or other such legal documentation.