

Division of Community Nutrition

<i>Subject:</i> Residential Eligibility		<i>Policy:</i> CRT 04.0 - C
<i>Reference:</i> CFR §246.7	<i>Effective:</i> August 12, 2013	<i>Supersedes:</i> July 15, 2012

I. Policy:

An applicant shall live in the State of Virginia. A local WIC Program may choose to serve participants who live outside of their local agency area in cases of hardship. Applicants, including those with Out-of-State WIC transfer cards, shall present proof of residency unless they are a member of a homeless or migrant family, or an undocumented worker or emancipated minor who are exempt from providing proof of residency.

II. Procedure(s):

- A. Applicants shall present proof of residency at initial certification and subsequent certification visits.
- 1) Determine the location or address where an applicant or participant routinely lives or spends the night. Residency does not have to be a legal residence and the length of residency cannot be a prerequisite to receiving WIC benefits.
 - 2) Proof of residency shall be current and include the applicant's name. Proof of residency includes:
 - a. Utility bills
 - b. Other business mail with a Virginia address
 - c. Deed, mortgage, monthly mortgage statement or residential rental / lease agreement
 - d. Valid Virginia drivers license
 - e. Valid Virginia Medicaid Card or positive, official Medicaid Verification, or
 - f. TANF / Welfare Photo ID
- B. Proof of residency for military personnel shall be current and include the applicant's name. Proof of residency includes:
- 1) A letter from the Company Commander on official letterhead
 - 2) Copy of official DoD orders with Virginia installation assignment, or
 - 3) Leave & Earning Statement (LES) listing Virginia as the service member's Home of Record
- C. Applicants with no proof of residency
- 1) Applicants who are members of a homeless or migrant family, an undocumented worker or emancipated minor shall sign the Affidavit Form,

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WIC-383C. The local agency shall document why the applicant / participant could not provide proof of residency on the Affidavit Form and scan in the participant's record.

- 2) All other applicants without proof of residency shall be rescheduled to return with the required documentation before WIC benefits may be provided.
- D. Document proof of residency in Crossroads
- E. If an applicant / participant is not a resident of Virginia and does not qualify to complete the Affidavit form, the Letter of Ineligibility, WIC-315C shall be issued. The form shall be scanned in the applicant / participant's record, and the applicant / participant shall be terminated in Crossroads.