

System Outage Form for Eligibility Determination Crossroads-01

Purpose: To gather eligibility data manually when Crossroads is disabled in accordance with ADM 13.0-C.

Reference: ADM 13.0-C

Procedure: Have the participant complete the enclosed form, the top part only. Local agency personnel shall verify income, residency, and identity. The method of verification shall be noted in the second part of the form. Comments may be entered in the comments section at the bottom of the form if a proxy is used, or for any other items that may need to be noted in Crossroads.

Issuance: To be used when Crossroads is disabled.

Retention: Forms shall be destroyed once information is entered into Crossroads.

System Outage Form for Eligibility Determination Crossroads-01

Today's Date: _____ Date of next appointment: _____

Client or Family ID: _____ Phone Number: _____

Applicant First Name: _____ Last Name: _____

Source for proof of ID: _____

Street Address: _____

Source for proof of residence: _____

Is the applicant a(n): _____ Infant _____ Child _____ Pregnant woman
Postpartum woman _____ Breastfeeding _____ Non-Breastfeeding

Is the applicant: _____ Married _____ Single

Is the applicant: _____ Migrant worker _____ Homeless

Is the applicant a registered voter: _____ Yes _____ No, if No, is interested in registering _____ Yes _____ No

If the applicant is pregnant, if so when is due date? _____

Size of applicant's economic unit _____ Is applicant in foster care? _____ Yes _____ No

Is the applicant adjunctively eligible through current participation in Medicaid, SNAP or TANF?

_____ Yes _____ No If Yes, what is the certification #: _____

Monthly income received: \$ _____

Source of income verification (if not adjunctively eligible) _____

Is the participant planning to move in the next 6 months? _____

If a new applicant, how did participant hear about WIC? _____

WIC Staff to verify as needed:

_____ Adjunctive Eligibility (Medicaid, SNAP, TANF)

_____ Income

_____ Identity

_____ Residency

Notes: _____