

Affidavit Form WIC-383

Purpose: To provide WIC services for applicants / participants who are exempt from documentation requirements by federal regulations.

Procedure: Complete the form as follows:

1. Proof of Identity:

- a. Enter the applicant's / participant's name in the spaces provided for proof of identity
- b. Comments: Enter the reason why the applicant / participant is not required to provide proof of ID in the space provided (protected class: emancipated minor, homeless, migrant, WIC Transfer Card holder)

2. Proof of Residency:

- a. Enter the applicant's / participant's name in the spaces provided for proof of residency.
- b. Comments: Enter the reason why the applicant / participant is not required to provide proof of residency in the space provided.

3. Proof of Income:

- a. Enter the amount of the self-declared income in the space provided.
- b. Circle the appropriate time period for the income.
- c. Comments: Enter the reason why the applicant / participant is not required to provide proof of income in the space provided.

4. Applicant / participant shall sign and date the form.

5. Local agency personnel shall sign and date the form.

6. Local agency personnel shall scan the completed form into Crossroads and destroy the original.

**Affidavit Form
WIC-383**

Proof of Identification

I swear that I am _____

I swear that this child is _____

Comments

Proof of Residency

I swear that I _____ live in Virginia.

I swear that this child _____ lives in Virginia.

Comments

Proof of Income

I swear that my income is _____ (weekly, monthly, annually)

Comments

Signature of applicant / participant

Date

Signature of local agency personnel

Date

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- 1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- 2) fax: (202) 690-7442, or
- 3) email: program.intake@usda.gov

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