

Division of Community Nutrition

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

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 driver's 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-383. 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-315 shall be issued. The form shall be scanned in the applicant / participant's record, and the applicant / participant shall be terminated in Crossroads.