Division of Community Nutrition

Subject: **Proof of Income**		*Policy:* **CRT 05.2.1**
Reference: **N / A**	*Effective:* **May 1, 2026**	*Supersedes*: **September 1, 2023**

I. Policy:

It is the policy of the Division of Community Nutrition that applicants / participants shall present proof of income when financial income eligibility is determined.

II. Procedure(s):

A. Local agency staff should attempt to obtain income documents up to 30 days prior to the participants' appointment. Documents should be reviewed to ensure that they qualify as their current income based on their pending appointment date. Participants should be notified if they are required to provide different or additional documents as proof of income.

B. All proof of income must be documented in Crossroads. A copy of all documentation provided for proof of income that was included in determining eligibility (examples include pay stubs, etc.) must be scanned in the participant's record. For documentation of adjunctive financial eligibility, refer to policy CRT-05.1.pdf

C. Electronic documentation from a mobile device or other electronic source must be accepted. If the LA has reason to believe this information is questionable, LA staff must take steps to verify the information presented. LA staff should send an encrypted email message to the participants requesting their electronic documentation. Once received this documentation must then be uploaded into Crossroads in their family record.

D. When an applicant cannot provide any written or electronic form of documentation of income, such as a member of a homeless or migrant family, an undocumented worker, or person who works for cash the WIC Affidavit Form, WIC-383., must be completed, specifying why he/she cannot provide the documentation of income.

E. The eligibility determination process must not continue for an applicant / participant who does not bring proof of income or qualify for self-declaration of income. Temporary certification for 30 days is not allowed. The applicant / participant must be rescheduled to return with required documentation.

F. No benefits shall be issued until the eligibility process is completed and the applicant / participant is determined to be eligible.

G. For military applicants / participants, military proof of income must comply in accordance with CRT 05.2.4

H. Proof of income may be obtained from the following documents:

1) Employed persons must present proof of income by means of written or electronic documents, such as current pay or unemployment benefits stubs, earnings statements, Adjusted Gross Income from the most recent income tax return (or W-2 forms if the tax return for the previous year has not yet been filed), or other appropriate documents sufficient for establishing the current

income level of the entire economic unit.

Current income is defined as income received by the household during the month (28 - 31 days) prior to the date the application for WIC benefits is made. The number of days considered is based on the current month in the year. Local agencies must use the family 's current rate of income or income during the past 12 months to determine income eligibility depending upon which indicator is considered to more accurately reflect the family's status.

Current income may be determined by using Year to Date average. The current gross year-to-day earnings is divided by the number of weeks/months that have passed.

There are two exceptions to this provision:

a. People from families with adult members who are unemployed (including laid-off workers) must have income eligibility determined by their current rate of income. An unemployment letter/notice from the Virginia Employment Commission approving or denying unemployment compensation, or a Termination / Layoff notice from previous employer shall be provided for documentation.

b. Instream migrant farm workers (and their families) with expired Verification of Certification (VOC) cards must be considered income-eligible, provided that their income is redetermined once every 12 months

2) Local agencies have the option to require that such an applicant obtain verification from a reliable third party who has knowledge of the applicant's income. Such verification is only to be conducted when the income information provided is considered unreliable. Reliable parties might include staff of a social service agency, church or legal aid society, or employers.

3) Self-employed people must be assessed for WIC income eligibility using net income rather than gross income. Local agency staff must use the applicant's most recently completed Internal Revenue Service (IRS) tax return as a basis for calculating net income for self-employment income. Local agencies must use the adjusted net income figure indicated on the most recently completed Federal tax return. Local agency staff must not challenge or recalculate that amount.

4) A pay stub / letter from Social Security stating amount of benefits.

5) Income documentation submitted by a foreign student to the Immigration and Naturalization Service used to obtain the Student Visa. May also accept

information provided by the Financial Aid Office from the college or university.

6) A statement of disability income.