

Nutrition Services Department of State Health Services

Effective July 1, 2012

Policy No. CS:05.0

**Identification of a WIC Applicant/Participant and
Parent or Guardian**

Purpose

To ensure program benefits are provided to the correct individual.

Authority

7 CFR Part 246.7; 25 TAC §31.22

Policy

The local agency (LA) staff shall check the identification of each applicant/participant and parent/guardian applying on behalf of an infant and/or child at each certification and when issuing benefits other than at certification.

Procedures

- I. At each certification, LA staff shall request and check the identification of each applicant and parent/guardian. Documentation of identification shall be entered on the Family Certification Form, WIC-35, and the appropriate Participant Form. A copy of the document(s) used for proof of identity shall not be kept in the applicant's/participant's file.
 - A. The following shall be accepted as documentation of identity regardless of the age of the document. A copy of the original document or proof obtained by viewing an electronic device is acceptable.
 1. Birth certificate;
 2. Hospital records (for example, crib card, hospital band, discharge papers);
 3. Baptismal certificate;
 4. Marriage license;

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5. Driver's license;
 6. WIC Lone Star Card or other States' WIC Identification Cards;
 7. Immunization card;
 8. School/employee Identification card with picture;
 9. Military Identification card;
 10. Official Identification with picture;
 11. Passport/immigration records; or
 12. Other - the following shall be accepted as proof of identification, checked as "Other" and the blank filled in on the WIC-35:
 - a. Medicaid, SNAP, TANF letters/forms (the applicant must be identified as the recipient of the program);
 - b. Health care identification
 - c. Employee check stub with name printed on it;
 - d. Voters registration card;
 - e. LA clinic card;
 - f. Social Security Administration letters;
 - g. Social Security card;
 - h. Housing/rental agreement;
 - i. Loan papers from Bank/Finance Company, etc;
 - j. Property tax receipt;
 - k. Self Declaration Form; or
 - l. Foster Placement Letter
 - m. Your Texas Benefits Card (YTBC)
- B. If an LA wants to use other documents to establish identity, the LA shall develop a policy and submit it to the state agency (SA) for approval prior to implementation. The policy shall be available for audit/review.
- II. Applicants or parents/guardians who may require an exemption include victims of theft, loss, or disaster.
- A. Applicants or parents/guardians applying on behalf of a child shall complete a Self Declaration Form.

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- B. The Self Declaration Form shall be filed in the client's record.
- III. When issuing benefits, other than at certification, request the WIC Lone Star card. If the participant or parent/guardian does not bring the WIC Lone Star Card, he/she shall be rescheduled within the month to return with his/her card. Benefits cannot be issued without the WIC Lone Star Card.
- A. Confirmation that the WIC Lone Star Card belongs to the participant will be verified by the participant's entry of the correct personal identification number (PIN) in the PIN checker or the reader/writer equipment.
 - B. If the participant has permanently lost the WIC Lone Star Card, refer to **Policy CS: 26.0**.