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.

Definitions

Provisional Certification – a 30-day certification and up to 30-day benefit issuance for an applicant/participant who meets all eligibility criteria at certification, but fails to bring one of the acceptable proofs of identification, residency and or income.

Disaster Expedited Certification - a certification process where anthropometrics and blood work are optional but must be obtained within 90 days from certification during a disaster situation.

Procedures

I. At each certification, LA staff shall request and check the identification of each applicant and parent/guardian.
   A. Documentation of identification shall be entered in the Participant Page of the MIS.
   B. A copy of the document(s) used for proof of identity shall not be kept in the applicant’s/participant’s record in the MIS.
C. A copy of the original document or proof obtained by viewing an electronic device is acceptable.
D. The following shall be accepted as documentation of identity regardless of the expiration date or age of the document.
   1. Baptismal certificate
   2. Birth certificate
   3. Driver’s license
   4. Employee check stub with name printed on it
   5. Employee Identification Card with picture
   6. Foster placement letter
   7. Health care identification
   8. Hospital records
   9. Housing/rental agreement
  10. Immunization Card
  11. Immigration records
  12. Loan papers
  13. Local Agency clinic card
  14. Marriage license
  15. Military Identification card
  16. Medicaid letters/forms
  17. Government Identification Card with picture
  18. Passport
  19. Property tax receipt
  20. School Identification card with picture
  21. Self-Declaration Form
  22. Self-Declaration Disaster Form
  23. SNAP letters/forms
  24. Social Security Administration forms/letters
  25. Social Security card
  26. TANF letters/forms
  27. Texas WIC Card or Other States’ WIC Identification Card
  28. Voters registration card
  29. Your Texas Benefits Card (YTBC)
  30. Approved Local Agency Other – If an LA wants to use other forms of identity not listed above, 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. Provisional Certification - Provisional Certification (30 day) shall be given to an applicant who does not provide proof of identification at the time of the certification appointment. If applicant states that the proof exists, but did not bring to the appointment, staff shall proceed with Provisional Certification screening.

A. If the applicant/parent/guardian meets all other eligibility requirements:
   1. The MIS will allow up to 30-day benefit issuance.
   2. If the applicant/parent/guardian returns with the correct proof within 30 days and is found eligible, the MIS will establish the certification period.
   3. If the applicant does not return within the 30 days with the correct proof, the applicant is ineligible and automatically terminated by the MIS.

B. Under no circumstances shall a second subsequent Provisional Certification be applied if the applicant fails to provide the required documentation within the 30 days.

III. Applicants or parents/guardians who are victims of theft, loss, or disaster shall complete a Self-Declaration Form for Identification, Residence, Zero Income and Proof of Income. Staff shall scan and attach to Family Page in the MIS.

IV. Current participants and applicants who qualify for Disaster Expedited Certification and who are victims of or theft, loss or disaster shall complete the electronic WIC Self-Declaration Form for Disaster Victims in the MIS.

V. The Texas WIC Card is required for benefit issuance. If the participant or parent/guardian does not bring the Texas WIC 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 Texas WIC 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 Texas WIC Card, refer to Policy CS: 26.0.