Residency as a Certification Requirement

Purpose
To ensure that those applying for WIC benefits reside within Texas.

Authority
7 CFR Part 246.2, 246.7; 25 TAC §31.22

Policy
At certification, the applicant shall provide proof of residency within Texas.

Definitions
Residency - location or address where applicant routinely lives or spends the night.

Institution - any residential accommodation which provides meal service, except private residences and homeless facilities.

Family - a group of related or non-related individuals who are living together as one economic unit, except residents of a homeless facility or an institution shall not all be considered as members of a single family.

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, the WIC applicant/parent/guardian shall provide proof of residency to verify the family resides within Texas. Only one document is required for all applicants within the applicant family.
   A. Residency verification shall be documented on the Family Screen of the Family Page in the MIS.
   B. A copy of the document used for proof of residency shall NOT be kept in the applicant/participant’s record unless the proof is a WIC form or shelter documentation.

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. Written proof (including the applicant/participant’s name and street address/rural route number, city, state and zip code) is the preferred method of documentation.
   • Documents addressed to the applicant’s spouse are acceptable.
   • Minors applying for themselves who reside with their parents may present documents addressed to the parent.
A document with a P.O. Box as an address cannot be accepted as proof of residency.

All documents including from Adjunctive Programs must show the applicant’s physical address.

The applicant may present a copy of the original document or on an electronic device.

A. The following documents shall be accepted as proof of current residency:
   1. utility bill/credit card bill
   2. Texas driver license
   3. rent receipt/rental agreement/letter from landlord or apartment manager
   4. business letter/bill
      a. any business letter (not from WIC) or any part of a business letter such as an envelope or enclosure with address (utilities, credit card)
      b. foster placement letter
      c. other bills
   5. Medicaid, SNAP and TANF – the applicant’s address as documented on the Texas Medicaid and Healthcare Partnership (TMHP) or HHS Outreach Report for Medicaid, SNAP and TANF shall be accepted when the applicant verbally confirms it is the current residence (including the applicant/participant’s name and street address/rural route number, city, state and zip code).
   6. if applicant lives with someone else and does not have proof of residency, staff may accept proof of residency note/letter from the person with whom the applicant lives, with the following conditions:
      a. it is signed by person verifying residence
      b. applicant has an eligible proof of residency document (1-5, above) from the person with whom the applicant lives
      c. letter shall be scanned and attached to Family Page of the MIS
   7. voter registration card
   8. property tax receipt
   9. homeless shelter documentation. Refer to CS: 35.0
B. If no written proof exists and the family's residence does not have a designated address, the applicant shall complete Section B of the **Self-Declaration** form or provide a description of location, e.g., “intersection of 4th and 5th street.” Staff shall scan and attach Self-Declaration form to the Family Page of the MIS or enter the location in the notes section of the MIS.

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

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