

**WIC Program  
Best Practices Guide  
For Documentation of  
Income, Residency and Identity**

**A Collection of Policies, Procedures  
and Guidance to Assist State Agencies**

**Based on Public Law 105-336 and USDA Policy Memo 99-4**

**Presented by the  
NAWD Income Documentation Task Force**

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# WIC PROGRAM BEST PRACTICES GUIDE FOR DOCUMENTATION OF INCOME, RESIDENCY & IDENTITY

## I. INTRODUCTION

The **WIC Program Best Practices Guide for Documentation of Income, Residency & Identity** was developed for State WIC Agencies to use when developing or revising policies, procedures and guidance with respect to the current and new requirements for documentation of income, residency and participant identity.

The **Best Practices Guide** will provide information that can be used to form a solid basis for ensuring program integrity and assist local clinic staff to implement fair and consistent procedures. Our goal is to assist State Agencies in implementing new procedures in a manner that will be fair and respectful of all participants and an applicant, allow high quality customer service, and is minimally disruptive to services and participation. Local project staff will benefit from the tools available so that they may implement policies consistently. This should help avoid stress and confrontations and lessen the chance of staff making judgement calls.

The **Best Practices Guide** will provide guidance for State Agencies to consider, but no document can address every situation that will arise. The **Guide** will attempt to describe the intent of income, residency and identity documentation so that staff can make consistent interpretations even when the situations get murky.

The **Best Practices Guide** will identify current requirements, as well as new requirements as stated in Public Law 105-336 (the William F. Goodling Child Nutrition Reauthorization Act of 1998), and USDA Policy Memorandum 99-4 (Strengthening Integrity in the WIC Certification Process). These will be noted in a shaded box for easy identification. For each area (income, residency, and identification), the **Guide** will also present "Requirements" which are currently required by USDA.

The **Best Practices Guide** will also provide examples of options that other agencies have implemented and interpretations they have made. These will be indicated by the heading "State Agency Options/Interpretations for Implementation." The **Guide** will also provide a sampling of tools that can be used to assist State and Local staff with implementation. State Agencies have a wide variety of practices, which are dependent upon the clinic environment, population, capabilities, data systems and other factors. The **Guide** will offer

examples for consideration and should not be considered as a required way of implementing documentation of income, residency and identity.

This **Best Practices Guide** was developed by the National Association of WIC Directors (NAWD) Income Documentation Task Force. Members of the Task Force are:

Patti Herrick, Director, Wisconsin WIC Program; Chair  
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Note: The material related to income documentation is consistent with the "Best Practices: A Guide to WIC Income Documentation" from the Southwest Region's Income Documentation Program Integrity Workgroup.

## II. BACKGROUND

The WIC community continually strives to ensure integrity within the Program. This includes the assurance that benefits are provided to those persons who are fully eligible, and that those individuals do not participate in more than one project or clinic at a time, whether within a state or between states. This growing concern has led to a strengthening of policy regarding the documentation of income and elimination of dual participation.

Many states are already implementing some or all of the new requirements for documentation of income, residency and participant identity. The purpose of this **Best Practices Guide** is to expand on the comprehensive document that was already available (the Southwest Region's Best Practices Guide) and provide the additional guidance necessary to implement all three requirements. All three greatly affect the certification process, specifically what is expected of local project staff, and the additional information that participants and applicants are required to bring to their certification appointments. Implementation of the three requirements will be similar: develop policies and guidance, train staff, and notify participants of the changes.

The two documents that will be most referenced in this **Best Practices Guide** will be Public Law 105-336 (the Reauthorization Act of 1998) which was signed October 31, 1998 and made effective October 1, 1998, and the USDA's Final WIC Policy Memorandum #99-4.

The two new requirements in Public Law 105-336 that strengthen the integrity in parts of the certification process are:

- 1) Applicants not certified under adjunctive eligibility provisions must present documentation of income at certification; and
- 2) States must implement systems to identify recipients participating at more than one site.

Per USDA Policy Memo #99-4, the existing regulatory requirements being reemphasized are:

- 1) To be certified as adjunctively income eligible for WIC, applicants must present documentation of current eligibility in one of the three allowable adjunct programs as evidence of income eligibility for WIC;
- 2) To be certified as automatically income eligible for WIC, applicants must present documentation of current eligibility in other means-tested programs;
- 3) Applicants must present proof of identity at certification; participants must present proof of identity at subsequent certification and at food or food instrument issuance; and
- 4) State Agencies must develop systems that detect and deter the receipt of dual benefits.

## III. INCOME ELIGIBILITY

**Current policy per Federal Regulation 246.7(d):** The State Agency shall establish and provide local agencies with income guidelines, definitions, and procedures to be used in determining an applicant's income eligibility for the Program.

**New per Public Law 105-336:** Requires all applicants to provide documentation of household income or participation in Food Stamps, Medicaid, or Temporary Assistance for Needy Families (TANF), except where documentation is unavailable or a barrier to participation.

It is not the intent of this **Best Practices Guide** to make income determination a complicated and lengthy process, nor is an answer readily available for every question that may arise in a specific case. Therefore, there will be times when State and local WIC agencies will need to use their discretion in determining income eligibility within the intent of the regulation and policy. This **Best Practices Guide** will clearly identify the basic requirements, as well as examples of State Agency options.

The suggested sequence on how to proceed when determining income eligibility is:

1. Assess adjunctive eligibility on the basis of eligibility to receive Food Stamps, Medicaid, or Temporary Assistance for Needy Families (TANF).
2. If not adjunctively eligible, determine size of household/economic unit and assess total household income
3. If applicant reports zero income or has no proof of income, State Agencies would exercise their options, e.g., self-declaration with a required statement.

Attachment 1 is a sample flow sheet that may assist local project staff. State Agencies would individualize it with the options they selected.

## ADJUNCTIVE ELIGIBILITY

**Current policy per Federal Regulation 246.7(d)(2)(vi)(A):** Provides for adjunct income eligibility on the basis of an applicant's or certain family members' current eligibility to receive Food Stamps, Medicaid, or Temporary Assistance for Needy Families (TANF).

**New per Public Law 105-336:** Requires all applicants to provide documentation of participation in Food Stamps, Medicaid, or Temporary Assistance for Needy Families (TANF), except where documentation is unavailable or a barrier to participation.

**Intent:** By law, persons and/or certain family members certified as eligible for some assistance programs to receive benefits at the time of their application to WIC are

adjunctively income eligible for WIC. They are not subject to the income guidelines used for traditional WIC income eligibility certification as discussed below in Traditional Income Eligibility Screening. Because these programs generally document income, their use for WIC adjunct income eligibility determination purposes helps strengthen the integrity of the WIC income eligibility determination process without undue burden to WIC.

**Requirements:**

An applicant is adjunctively income eligible for WIC if documentation shows that the individual:

- is certified as fully eligible to receive benefits from either the Food Stamp Program, Medicaid, or Temporary Assistance for Needy Families (TANF), or
- is determined presumptively eligible for either TANF or Medicaid (pending completion of that program's eligibility process), or
- is a member of a household containing
  1. a TANF recipient or
  2. a pregnant woman or infant currently on Medicaid

Another way to illustrate this information is in a chart format:

	Medicaid	TANF	Food Stamps
Pregnant woman	Self and household members	Self and household members	Self and household members*
Infant	Self and household members	Self and household members	Self and household members*
Child	Self	Self and household members	Self and household members*

\* The Food Stamp Program identifies a head of household to receive Food Stamp benefits for all household members. Therefore, infants and children would not receive benefits individually, except eligible foster children. Reference for chart format: *N.Y.S. Department of Health - WIC Program Manual.*

Proof of adjunct income eligibility based on enrollment/eligibility in one of the three programs noted above must be confirmed at the time of application. Self-declaration is not sufficient. Documentation must accurately represent current eligibility for participation in such a program.

Documentation may include:

- Notice of Eligibility Letter or card showing current eligibility dates
- Food Stamp Program EBT activity printout with current date
- Verification from an EBT point of sale device
- On-line or telephone access to adjunct programs which indicates current status (the EBT card or a card without dates does not verify current enrollment in an adjunct program)

State Agency Options/Interpretations for Implementation:

- Allow any combination of information that provides a clear indication that the documentation is for the current time period and identifies the respective program.
- Determine a method for recording the documentation that was seen. Examples include:
  - Record in the client paper file or automated file, the documentation that was seen.
  - Place a copy of the documentation in the client file.
- Negotiate with their Food Stamp Program counterpart to list all household members in the Notice of Eligibility letter.
- Certify as presumptively eligible (PE) and follow-up at a later date to determine full eligibility.
- Require additional information, (i.e. \$ amount/household for adjunct eligibility), to be entered into their automated data system.
- Accept an applicant's documented participation in certain other means-tested programs as evidence of income eligibility for WIC. Adjunctive income eligibility is applicable only if the programs routinely require documentation of income, and have income guidelines at or below those of WIC. A federal program meeting these requirements is the Food Distribution Program on Indian Reservations.



## TRADITIONAL INCOME ELIGIBILITY SCREENING

**New per Public Law 105-336:** Requires all applicants to provide documentation of household income except where unavailable or a barrier to participation.

If an applicant is not adjunctively income eligible or the clinic worker is unable to substantiate adjunctive income eligibility with information provided, traditional income eligibility screening is required. To be able to apply the guidelines, household size and total income must be determined.

### DETERMINE FAMILY SIZE

**Per USDA Policy 99-4:** When counting the number of persons in a family, State Agencies may waive counting the pregnant woman and her unborn child(ren) as two (or more) when the applicant has a religious or cultural objection which precludes this.

"Family" is defined as a group of related or nonrelated individuals, who usually, (although not necessarily), are living together as one economic unit. Residents of a homeless facility or an institution shall not all be considered as members of a single family.

Family members share economic resources and consumption of goods and/or services. The terms "economic unit", "family" or "household size" can be used interchangeably. However, "economic unit" may be a more appropriate term to use because it correctly conveys that familial relationship is not relevant to the determination of family size and income.

It is possible to establish that more than one economic unit lives under one roof. Appropriate questioning will help determine whether there is general economic independence of the units, i.e., that financial resources and support are retained independently.

However, it is likely that persons (other than those living in institutional settings and homeless facilities) living in the residences of others, whether related or not, are receiving support and some commingling of resources. This would render them members of the economic unit with which they live.

#### Requirements:

- A child is counted in the household size of the parent or guardian with whom the child lives.
- A child residing in a school or an institution, who is being supported by the parent or guardian, is counted in the household size of the parent or guardian, since the family continues to provide the economic support for the child.

- A foster child who is living with a family but who remains the legal responsibility of welfare or other agency, is considered a household size of one. The payments made by the welfare agency or from any other source for the care of that child are considered to be the income of that child.
- An adopted child or a child for whom a family has accepted the legal responsibility is counted in the household size with whom he/she resides. The size and total income of that family are used to determine the child's income eligibility for WIC. Income received on behalf of that child would be considered family income.
- A pregnant woman is assessed based on the family size increased by the number of expected births, unless the applicant has a religious or cultural objection that precludes this. If she is expecting one child, count her as two; if she is expecting twins, count her as three, and so on. The increased household size will apply to other family members applying for WIC when determining their income eligibility.

#### State Agency Options/Interpretations for Implementation:

Note: Since these are options that State Agencies have available to them, some may contradict each other.

- Joint physical custody situations vary among families. The child is counted in the family size of the parent or guardian with whom the child lives, but the child may live with both parents equally. State Agencies may interpret this as one of the two options, as long as the child does not receive dual benefits.
  - Option 1: The child is counted as part of both the mother's and father's households when determining the WIC household size for each parent, thus the child could be counted as part of two households, but may be a WIC participant in only one household (no dual benefits).
  - Option 2: The child is counted in the family size where the child lives when the WIC eligibility determination is made and is not counted in the family size of the other parent/guardian. Thus, the income for this child's economic unit would be that of the parent with whom the child is residing at the time of WIC application.
- To determine household size for military families when military personnel are serving overseas or assigned to a military base and temporarily absent, consider the option which best describes the family circumstances.
  - Military personnel serving overseas or assigned to a military base, even though not living with their families, should be considered members of the economic unit. Use of this option is dependent on what the local agency can reasonably determine, based on available data, the total gross income of the economic unit.

- A second option is to count the spouse and child(ren) as a separate economic unit, IF the spouse and/or children have their own source of documented income, e.g., spouse and child(ren) allotments. Local projects should determine whether the income is sufficient to provide for the majority of support for the economic unit. If not, then use the third option.
  - The third option, when option one or two are not applicable, is to consider the children to be part of the economic unit of the person(s) they are residing with, (e.g. friend or relative); therefore, family size and income (including the child allotments) would be determined on this basis.
- When an unmarried couple lives together as one economic unit, use the income of both persons and count both in the household size.
- If an applicant is residing in the home of other adults, they may be considered a separate household and income from the other adults would not be required for determining eligibility. The following guidelines may be used to determine if the applicant is a separate household:

Questions to Ask to Determine Separate Household	Household Size
• Does the household provide free food, clothing, shelter, etc. with no expectation of payment or in-kind benefits?	If Yes - applicant is not counted as a separate household - include in the household size If No - count as a separate household
• Does the applicant pay the household for living in their home?	If Yes - count as a separate household If No - include in the household size
• Does the applicant exchange work, (e.g. household chores, babysitting) for the ability to live in the home?	If Yes - count as a separate household
• Does the applicant share income and expenses with other people in the household?	If Yes - include in the household size If No - count as a separate household
• Can the applicant provide current eligibility of Food Stamps, Medicaid or TANF?	If Yes - count as a separate household
• Can the applicant verify their status as an emancipated minor (reported or as determined by the Court)?	If Yes - may be an indicator of a separate household

See Attachments:

- 2) Draft "Income Screening Interview Questions" Florida State WIC
- 3) "Instructions for Completion of the Income & Residency Verification Form" NY WIC

#### 4) "What if...? Virginia WIC Program

### DETERMINE INCOME

**New per Public Law 105-336:** An applicant's income may not be self-declared; it must be documented. State and local agencies may take the further step of requiring verification of information that they determine necessary to confirm income eligibility.

This **Best Practices Guide** will not answer every question that may arise in a specific case. There will be times when State and local WIC agencies will need to use their discretion in determining income eligibility within the intent of the regulation and policy.

#### Requirements:

The WIC definition of income includes gross cash earned by any and all members of a household. It also includes any amount received or withdrawn from any source, including savings.

Any benefit which is of value but which is not provided in the form of cash money is considered an in-kind benefit and is not counted as income. Example: A divorced woman has custody of her child and her ex-husband pays child care expenses directly to her child's day care center. Those payments are considered an in-kind benefit and are not included in her income. The value of in-kind housing for non-military families may not be considered as income. State Agencies may exercise the option to include as income any housing allowance for military personnel residing off military installations, but must implement the policy uniformly.

By federal law, certain cash payments are excluded from the WIC income determination. See Attachment 5 for a list of these income exclusions.

Income is defined as the total income of all household members. Net income is used for farm and self-employed families; gross income is used for other households.

Gross Income is defined as all income before deductions are made for income taxes, employee social security taxes, insurance premiums, bonds, etc. For WIC Program purposes, this amount cannot exceed 185% of the poverty guidelines.

The following table lists what is included as gross income, and the corresponding examples of acceptable proof.

Gross Income Includes	Proof of Income Includes
Monetary compensation for services, including wages, salary, commissions, or fees	<ul style="list-style-type: none"> <li>➤ Current pay stub(s) noting the pay time frame (weekly, bi-weekly, monthly, etc.)</li> <li>➤ Signed statement from employer indicating gross cash earnings for a specified period</li> </ul>
Active military payments	➤ Recent Leave and Earnings Statement
Net income from farm and non-farm self-employment	<ul style="list-style-type: none"> <li>➤ W-2 forms or income tax return for the most recent calendar year</li> <li>➤ Accounting records for the self-employed</li> </ul>
Social Security benefits	Check stub/award letter from Social Security stating current amount of earnings/bank statements
Dividends or interest on savings or bonds, income from estates, trusts, or investments	<ul style="list-style-type: none"> <li>➤ Income tax return for the most recent calendar year</li> <li>➤ Bank or account statements</li> </ul>
Net rental income	Income tax return for the most recent calendar year
Public assistance or welfare payments; foster care	<ul style="list-style-type: none"> <li>➤ Check stub/award letter stating current amount of earnings</li> <li>➤ Foster child placement letter/foster parent award letter</li> </ul>
Unemployment compensation	Unemployment letter/notice
Government civilian employee or military retirement or pensions or veterans' payments	<ul style="list-style-type: none"> <li>➤ Annual statement that shows monthly amount of retirement income</li> <li>➤ Bank or account statements</li> </ul>
Private pensions or annuities	Income tax return for the most recent calendar year
Alimony or child support payments	<ul style="list-style-type: none"> <li>➤ Divorce decree</li> <li>➤ Award letter</li> <li>➤ Copy of check received</li> </ul>
Regular contributions from persons not living in the household	Letter from person contributing resources to the household
Other cash income: Includes but is not limited to withdrawals from any source, including savings, investments, trust accounts and other resources are readily available to the family.	Bank or account statements indicating regular draws on the account(s)
Student financial assistance, such as grants and scholarships that do not require repayment.	<ul style="list-style-type: none"> <li>➤ Award letter</li> <li>➤ Scholarship letter</li> </ul>

Adjunctive Eligibility	<ul style="list-style-type: none"> <li>➤ Medicaid, Food Stamp Program, or TANF letter or card showing current eligibility dates</li> <li>➤ EBT on-line or phone access</li> <li>➤ EBT activity printout with current dates</li> <li>➤ Food Stamp receipt with current dates</li> <li>➤ Medicaid use receipt</li> </ul>
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Also see Attachment 6: Table for "What Can/May Not Be Counted as Income" *Modified from South Dakota WIC Program.*

WIC legislation does *not* permit a household's gross income to be reduced for hardships, high medical bills, child care payments, taxes, child support, alimony, insurance, or other deductions.

- Lump sum payments:
  - Lump sum payments that represent "new money" that are intended for income **are** counted as income. Examples include: gifts, inheritance, lottery winnings, worker's compensation for lost wages, severance pay, and insurance payments for "pain and suffering." Lump sum payments for winnings and proceeds from gaming, gambling, and bingo are also counted as income. The lump sum payment may be counted as annual income or may be divided by 12 to estimate a monthly income, whichever is most applicable.
  - Lump sum payments that represent reimbursements for lost assets or injuries should *not* be counted as income. Examples include: amounts received from insurance companies for loss or damage of personal property, such as home or auto; payments that are intended for a third party to pay for a specific expense incurred by a household, such as a payment of medical bills resulting from an accident or injury.

CURRENT VERSUS ANNUAL RATE OF INCOME

**Per Federal Regulation 246.7(d)(2)(i):** In determining the income eligibility of an applicant, consider the income of the family during the past 12 months and the family's current rate of income to determine which indicator more accurately reflects the family's status. However, for persons from families with adult members who are unemployed, eligibility is based on the income during the period of unemployment.

**Per Federal Regulation 246.7(d)(2)(viii):** Instream migrant farmworkers and their families with expired VOC cards shall be considered income eligible, provided that their income is redetermined once every 12 months. If the migrant's family income must be redetermined, State agencies are encouraged to consider their income during the past 12 months.

### State Agency Options/Interpretations for Implementation:

Note: Since these are options that State Agencies have available to them (with corresponding interpretations), they may contradict each other.

- The intent of WIC income determination procedures is to target benefits to individuals most in need who lack the resources to provide for adequate nutrition at a critical time of growth or development. Therefore, local WIC agency staff should consider the income of the household during the past 12 months and the family's current rate of income to determine which indicator more accurately reflects the family's status.
- WIC regulations do not define "current" income. Generally, "current" income means the most recent income data available to the applicant. State Agencies may define current income as income received by the household during the month prior to application, if it is a better indicator of present circumstances than to consider the income over the past 12 months.
- State Agencies have and should exercise the flexibility in determining what is to be considered current income, and deciding whether to use an applicant's current or annual rate of income. The decision should be based on which provides the best indicator of the family's present circumstances.
- For a family with temporary low income, the family's annual rate of income is generally the better indicator of a family's present resources. Temporary low income means income which is below a family's normal level due to infrequency or irregularity of employment. This applies to families with individuals who are employed but not currently receiving income. Families who might be in this category can include, but are not limited to, construction workers, seasonal agricultural workers such as farmers, self-employed persons, teachers, and persons on extended leave due to childbirth or illness.

#### See Attachments:

- 2) Draft "Income Screening Interview Questions" Florida State WIC
- 3) "Instructions for Completion of the Income & Residency Verification Form" New York State WIC
- 4) "What if...? Virginia WIC Program

## INCOME EXCLUSIONS

### Requirements:

Payments or benefits provided under certain federal programs or acts are excluded from consideration as income by legislative prohibition. Income exclusions as required by Federal Regulation are noted in Attachment 5 "Income Does Not Include".

### State Agency Option for Implementation:

**Per Federal Regulation 246.7(d)(2)(iv)(A):** The State agency may exclude from consideration as income any basic allowance for quarters received by military services personnel residing off military installations. State agencies that exercise this option shall implement it uniformly with respect to all Program applicants from military families.

## INCOME ELIGIBILITY OF INDIAN APPLICANTS

Per 246.7(d)(2)(vii), An Indian State agency (or a non-Indian State agency which acts on behalf of a local agency operated by an Indian organization or the IHS) may submit census data or other reliable documentation demonstrating to FNS that the majority of the Indian households in a service area have incomes at or below the State agency' income eligibility guidelines. FNS may authorize the State agency to approve the use of an income certification system under which the local Indian agency shall inform each Indian applicant of the maximum family income allowed for that applicant's family size. The local agency must have the applicant sign a statement that the applicant's family income does not exceed the maximum allowed income. The local agency may verify the income eligibility of any Indian applicant.

## CALCULATING THE TOTAL HOUSEHOLD INCOME

If an applicant reports two or more sources of income and the incomes are not received at the same interval, local WIC agency staff may need to convert the information to common terms in order to use the WIC income guidelines chart.

Frequency	To Obtain Monthly Income	To Obtain Annual Income
Weekly	Multiply by 4.3	Multiply by 52
Bi-weekly (every 2 weeks)	Multiply by 2.15	Multiply by 26
Semi-monthly (2x a month)	Multiply by 2	Multiply by 24
Monthly	NA	Multiply by 12
Quarterly	Divide by 3	Multiply by 4
Annual	Divide by 12	NA
Hourly	Rate x hours per week x 4.3	Rate x hours per week x 52
Daily	Rate x 5 (or number of	Rate x 5 (or number of



	workdays per week) x 4.3	workdays per week) x 52
Lump sums	Divide by 12	

*Modified from New York State WIC Policy Manual*

State Agency Options/Interpretations for Implementation:

- The State Agency may develop an easy-to-read income eligibility reference table that includes income by family size and the most commonly used payment intervals, i.e., weekly, biweekly, monthly, and annually. See Attachment 7 as an example.
- States with automated data systems may program the system to calculate incomes from multiple sources and payment intervals.

APPLICANTS LACKING NECESSARY INCOME DOCUMENTATION AT CERTIFICATION APPOINTMENT

State Agency Options/Interpretations for Implementation:

State Agencies should establish guidelines to minimize the occurrence of the situations where applicants have proof of income but fail to bring it to the certification appointment. For example, local WIC staff should routinely and clearly communicate to applicants the kinds of information they need to bring to their appointments. Nevertheless, for walk-in appointments and other applicants who do not bring the necessary documentation to their appointment, State agencies may establish policies based on these options.

- Option 1: If the applicant receives Food Stamps, TANF, or Medicaid, it may be possible for the local agency to contact the appropriate social services office to verify that the applicant is adjunctively eligible.
- Option 2: Give the applicant a list of acceptable proof of income and make a certification appointment within the timeframes for meeting processing standards; do not certify without income documentation.
- Option 3: The nutritional assessment is completed based on self-declaration, but food benefits are not issued until proof of income is brought in. The certification period begins on the date the income is presented.
- Option 4: The local agency may, if determined that an applicant meets all other eligibility criteria, screen for income eligibility based on self-declaration, provide one month of food benefits and require that appropriate income documentation be brought in before more benefits are issued.

- If the applicant fails to provide the documentation, or is determined to be over income, the individual shall be determined ineligible. They would not be required to pay back the benefits received for that one month.
- If the applicant returns with the documentation and is found eligible, the applicant should be certified for the certification period beginning with the month benefits were initially provided.

## APPLICANTS WITH NO PROOF OF INCOME

**Per Public Law 105-336:** Documentation is required except where unavailable or a barrier to participation.

### State Agency Options/Interpretation for Implementation:

- The State Agency should provide guidance for instances where an applicant is in a situation unlikely to yield written documentation of income, such as for a homeless family, migrant farm worker, just started a job, or a person who works for cash.
- The State Agency may, if it determines that requiring such an applicant to provide income documentation would present an unreasonable barrier to participation, allow the applicant to self-declare income, accompanied by the applicant's signature specifying why he/she cannot provide documentation of income.
- The State Agency may further require that such an applicant obtain a written statement from a reliable third party that has knowledge of the applicant's income. Reliable third parties might include staff of a social service agency, church or legal aid society or employers.

See Attachment:

- 8) "No Proof Form" South Carolina WIC Program

## APPLICANTS REPORTING ZERO INCOME

### State Agency Options/Interpretation for Implementation:

- Given WIC's definition of family size, which is a group of related or unrelated persons sharing financial and other resources, applicants declaring a zero income should be prompted to describe in detail their living circumstances and how they obtain basic living necessities such as food, shelter, medical care and clothing. Examples of questions to ask are:
  - Where is your family getting food?
  - Where is your family living?
  - How long has the family been without income?
  - Where does the family expect to receive income from and when?

- State Agencies may require that the applicant obtain a written statement from a reliable third party that has knowledge of the applicant's circumstances that the applicant has no income. Reliable third parties could include staff of a social service agency, church, relief organization, legal aid society, school counselor or nurse, etc. The written statement should be signed, dated, and include a phone number and title for the third-party verifier.
- State Agencies may implement a policy that the applicant must sign a statement attesting that the applicant has no income. The statement must include a description of how the applicant meets basic expenses.
- State Agencies may implement a policy that the applicant obtains a written statement from the person with whom the applicant is staying temporarily (who is not a member of the applicant's economic unit), if that person has knowledge of the applicant's circumstances that the applicant has no income. The written statement must be signed, dated, and include a phone number and the relationship of the third-party verifier to the applicant.

See Attachment:

9) "Benefactor Letter" South Carolina WIC Program

## VERIFICATION - ENCOURAGED FOR QUESTIONABLE CASES

### State Agency Options/Interpretations for Implementation:

- "Verification" means a process whereby the information presented, such as pay stubs, is validated through an external source of information other than the applicant. Such external sources include employer verification of wages, local welfare office verification, etc.
- State agencies must use their discretion in deciding when it is appropriate to verify, the information to verify, and the methods to use.
- WIC Regulation authorizes (but does not require) the State or local agency to require verification of the information which it determines necessary to confirm income eligibility for Program benefits (i.e., amount and source of income and number in family). FNS Instruction 803-3, Rev.1, provides additional guidance on verification of income. FNS encourages verification of any questionable information.

## REASSESSMENT OF INCOME ELIGIBILITY MID-CERTIFICATION

In most instances, a household's financial circumstances change and do not remain at zero income indefinitely. State Agencies should establish a policy for when to reassess income during a certification period.

**Per Federal Regulation 246.7(h):** The State Agency shall ensure that local WIC agencies disqualify an individual during a certification period if, on the basis of a reassessment of Program eligibility status, the individual is determined ineligible. An individual originally determined adjunctively income eligible who reports they are no longer participating in an adjunctive program, should be reassessed using the traditional income determination (family size and income).

### Requirements:

- Reasons for mandatory reassessment include:
  - Household member reports to the local project a change in income or household size, whether during the participants' certification period or during the certification of other family members
  - Household member reports to the local project that they no longer receive Food Stamps, TANF, or Medicaid.
  - Household member reports to the local project a change in custody which then results in a change of income or household size.
  
- If an individual is found to be no longer income eligible, the individual must be given advance written notice of disqualification and appeal rights. Participation of any other household members on WIC must be terminated as well.

### State Agency Options/Interpretations for Implementation:

State Agencies should implement a policy to reassess income when:

- The local WIC agency receives a valid citizen complaint of eligibility violations.
- The applicant reports a zero income at the certification appointment.

## MAINTAIN A RECORD OF INCOME DETERMINATION

**Per USDA Policy 99-4:** State agencies must require that local agencies maintain a record of documentation used to establish an applicant's income eligibility.

### State Agency Options/Interpretations for Implementation:

The State Agencies have several options for recording the documentation used, which apply whether an applicant is certified under adjunct, automatic or traditional income eligibility determination processes. Both income and family size must be recorded.

- Notation could be placed in an applicant's file of the specific type (s) of document that was viewed. This notation may consist of checking off an appropriate annotated box on a State Agency developed form, or may be entered onto an automated system.
- Local agencies may make a copy of the actual documentation and place it in the applicant's file.
- When a certifier is satisfied that an applicant is legitimately reporting zero income, the applicant's signature on the application form would suffice as documentation.

See Attachments:

3) "Instructions for Completion of the Income & Residency Verification Form" New York State WIC Program

10) "Eligibility Form" (2 versions) Massachusetts WIC Program

11) "Eligibility Agreement" Rhode Island WIC Program

12) "Income statement - Certification Form" Wyoming WIC Program

13) "(Re)Certification Form for All Eligible Participants" Wyoming WIC Program

14) "Risk Factor/Flow Sheet" Wisconsin WIC Program

#### IV. RESIDENCY & IDENTITY

**Per Federal Regulation 246.7(l) and 246.2:** State Agencies must have systems in place to detect dual participation within the local agency and between local agencies. Dual participation means simultaneous participation in the Program in one or more WIC clinic, or participation in WIC and in the CSFP (Commodity Supplemental Food Program) during the same period of time.

**Per Federal Regulation 246.7(c)(1):** An applicant must live (reside) within the jurisdiction of the State. Indian State agencies may establish the requirement that applicants reside within their jurisdiction. The State Agency may not use length of residency as an eligibility requirement.

**Per Federal Regulation 246.7(l)(2):** At certification, and when issuing food or food instruments, the local agency shall check the identification of each participant. For women participants with authorized proxies, this includes checking the identification of the proxies. For child or infant participants, this includes checking the identity of the parent, guardian or proxy picking up food or food instruments.

**New per Public Law 105-336:** Each State Agency must implement a system to identify individuals who are participating in more than one site under the program.

**New per USDA Policy 99-4:**

- Reasonable proof and documentation of current residency is required. Self-declaration of residency is not sufficient.
- Proof of residency should be implemented in a manner that does not constitute a barrier to any applicant, particularly to a person who is mobile, such as a homeless person, a person in the military, or a migrant. It entails establishing the location or address where an applicant routinely lives or spends the night.
- Reasonable proof and documentation of identification is required at certification. A WIC identification card may be used as ID for subsequent certifications and issuance of food or food instruments.
- Applicants without proof of residency or identity must sign a statement attesting to his/her identity and residency, and it must be placed in their case file.
- State Agencies must establish appropriate protocols to facilitate and standardize these processes among local agencies. These protocols and relevant forms must be reflected in the State Agency's policies and procedures manual.

### State Agency Options/Interpretations for Implementation:

- WIC State Agencies have the option to serve applicants outside their usual area such as shared or common borders. For example, individuals who live in an adjoining state could be served by WIC in the state in which they receive health care. In such cases, WIC agencies must enter into written agreements to detect and prevent dual participation.

Intent: Program regulations currently require State Agencies to have systems in place to detect dual participation and to reside within the jurisdiction of the State. Checking an individual's identity at certification and when issuing food or food instruments is also required. However, the regulations are not specific on how to meet these requirements. USDA issued Policy Memorandum 99-4 to notify State Agencies that proof of residency and identity are a necessary part of systems to detect dual participation and of the appropriate means to satisfy requirements. In light of the added emphasis on detecting dual participation, proof of residency is now required and proof of identity is reinforced.

### State Agency Guidance:

- Proof of Residency: An applicant must live (reside) within the jurisdiction of the State. Length of residency cannot be a prerequisite to receiving WIC benefits. Applicants do not have to be U.S. citizen. For WIC purposes, it has no durational or formal legal aspect and need not represent a legal residence.
- Proof of Residency: should be implemented in a manner that does not constitute a barrier to any applicant, particularly to a person who is mobile, such as a homeless person, a person in the military, or an instream migrant. It entails establishing the location or address where an applicant routinely lives or spends the night. A post office box address is not acceptable.
- Proof of Identity: Identification of the applicant must be provided and documented at the time of the initial certification and for new transfers. For child or infant participants this includes checking the identity of the parent, guardian or proxy. Visual recognition may be used to determine identity in subsequent certifications.
- Proof of Identity at Food or Food Instrument Pick-up: For women participants with authorized proxies, identity of the proxy must be checked. For child or infant participants, this includes checking the identity of the parent, guardian or proxy when picking up food or food instruments.
- State Agencies must require applicants to present reasonable current documentation of personal identity and residency.

### What Constitutes Reasonable Proof:

Proof should be implemented in a manner that does not constitute a barrier to any applicant. Acceptable forms of proof could include, but are not limited to:

### Proof of Identity and Residency

See section "Applicants with No Proof of Identity and/or Residency"

Activity	Proof of Identity Includes	Proof of Residency Includes
Initial certification and first time transfers	<p>For Infant or Child:</p> <ul style="list-style-type: none"> <li>✓ Immunization record</li> <li>✓ Hospital record</li> <li>✓ Birth certificate</li> </ul> <p>For Women:</p> <ul style="list-style-type: none"> <li>✓ Photo ID such as drivers license, passport</li> <li>✓ Work or school ID</li> <li>✓ Health benefits or social services card</li> <li>✓ Pay stubs</li> <li>✓ Voter registration card</li> <li>✓ Utility bills</li> </ul> <p>For Adult or Child:</p> <ul style="list-style-type: none"> <li>✓ Passport</li> <li>✓ Military ID</li> <li>✓ Other records the State agency considers adequate to establish ID and birthdate</li> </ul> <p>Note: includes parent, guardian or proxy</p>	<ul style="list-style-type: none"> <li>✓ Current utility bills for the residence reported</li> <li>✓ Rent or mortgage receipts for lodging/housing</li> <li>✓ Statement from landlord</li> <li>✓ State/local document that can only be obtained through proof of current State or local residency</li> </ul> <p>Note: A Post Office Box address is not acceptable.</p> <p>Note: The parent/guardian's proof of residence applies to the infant/child. The child's name does not have to appear on the bill or statement.</p> <p>Note: If the applicant has no proof of residence with their name, e.g. living with a friend, they can sign a statement attesting to their residence.</p>
Subsequent Certification	<p>Proof of current participation on WIC, such as WIC ID card/folder, staff recognition</p> <p>Note: includes parent, guardian or proxy</p>	<p>Same as above, to verify change of address, staff recognition</p> <p>Note: VOC does not prove residency</p>
Voucher Issuance	Same as for Subsequent Certification	Not required
Transfer	<p>Same as for Initial Certification</p> <p>Note: VOC does not prove identity; includes parent, guardian or proxy</p>	<p>Same as for Initial Certification</p> <p>Note: VOC does not prove residency</p>



### State Agency Options/Interpretations for Documentation of Identity:

- Require birth dates to assure accuracy of categorical eligibility (infant to child, graduation at five years).
- For women, require photo identification at the initial certification.
- Collect social security numbers
- Require reasonable proof of identification (birth certificate or drivers' license) for the initial certification or for the first time seen in the clinic, e.g., transfers. Once a WIC case file is established and a WIC project identification card issued, that may be used as identification for subsequent certifications and food benefits issuance. If a WIC ID card is not available, and personal recognition is not feasible, identity must be reestablished at subsequent certifications.

### DOCUMENTING PROOF OF EACH APPLICANT

Local WIC agencies must record their determination of residency and identity in the applicant's file.

### State Agency Options/Interpretations for Implementation:

- Notation is placed in an applicant's file of the specific type(s) of document that was viewed, or whether visual personal recognition was used to confirm identity or residency. This notation may consist of checking off an appropriate annotated box on a State Agency developed form (paper or electronic).
- Local agencies may make a copy of the actual documentation and place it in the applicant's file.

See Attachments:

- 10) "Eligibility Form" (2 versions) - Massachusetts WIC Program
- 11) "Eligibility Agreement" - Rhode Island WIC Program
- 14) "Risk Factor/Flow Sheet" - Wisconsin WIC Program

### APPLICANTS WITH NO PROOF OF IDENTITY AND/OR RESIDENCY

State Agencies must develop protocols for applicants with no proof of identity and/or residency, which must be placed in the State Agency's policy and procedure manual. Protocols should address situations such as victims of theft or loss or disaster, homeless individuals, migrants, an applicant living with a friend and has no proof of residence in their name, or the applicant who has proof but fails to bring it to the appointment.

State Agencies should establish guidelines to minimize the occurrence of the situations where applicants have proof of residency and identity but fail to bring it to the certification appointment. For example, local WIC staff should routinely and clearly communicate to applicants the kinds of information they need to bring to their

appointments. Nevertheless, for walk-in appointments and other applicants who do not bring the necessary documentation to their appointment, State agencies may establish policies based on these options.

- Option 1: Give the applicant a list of acceptable documentation and make a certification appointment within the timeframes for meeting processing standards; do not certify without identity or residency documentation.
- Option 2: Complete the nutritional assessment based on self-declaration, but food benefits are not issued until proof of identity and residency is brought in. The certification period begins on the date the documentation is presented.
- Option 3: The local agency may, if determined that an applicant meets all other eligibility criteria, screen for residency and identity based on self-declaration, provide one month of food benefits and require that appropriate documentation be brought in before more benefits are issued.
  - If the applicant fails to provide the documentation, the individual shall be determined ineligible. They would not be required to pay back the benefits received for that one month.
  - If the applicant returns with the documentation, the applicant should be certified for the certification period beginning with the month benefits were initially provided.
- Option 4: The participant signs a statement attesting to his/her identity and residency. In the situation where such a statement is used, it must be placed in the applicant's case file with a brief notation explaining why the applicant could not produce proof of identity and/or residency

#### State Agency Options/Interpretations for Implementations:

- The State Agency should develop follow-up procedures to secure proof of identity and/or residency if not brought to the certification appointment.
- Require proof of address (not just residency), particularly in areas of high fraud and abuse. This assists in locating and following up with participants.

See Attachments:

- 8) "No Proof Form" South Carolina WIC Program
- 9) "Benefactor Letter" South Carolina WIC Program

## V. HOW CAN STATE AGENCIES SMOOTHLY IMPLEMENT THE REQUIREMENTS?

**A system needs to be in place for implementation.** State Agencies should plan well in advance and involve all levels of participants. Review this **Best Practices Guide**. Meet with State and local staff. Establish workgroups to provide input, offer suggestions, provide scenarios to address, needs of the clinic, and buy-in. You might plan to pilot in a couple of local projects before implementing statewide. Adequate planning up front will minimize disruption in the clinics and frustration of the staff.

**Call other State agencies for support.** Remember that these activities are currently being successfully implemented in many states. Call and/or visit State and local agencies that have the experience. They will be most helpful in mentoring, and providing support and helpful hints.

**Policies should be clear, concise and specific.** Specific written guidance will avoid differing interpretations in assessing incomes, definition of income, methods to use, what is acceptable and what is not, unusual situations, and so forth. Written guidance will provide for much better conformity and consistency, thus eliminating as many "judgment calls" as possible.

**Adequate tools should be developed or modified.** Working tools will assist in the implementation for staff and participants. Some examples are included in this guidance. However, these tools were collected prior to the issuance of the new policy, and many others will have been developed since then. Calling other states for samples or asking what has worked for them would also be helpful. Your FNS Regional Office staff may also have ideas or sample policies to share.

**Training should be specific and understandable.** Role-playing is a good way for staff to practice and feel comfortable with the new requirements, especially to role-play difficult situations. Training should be made available to all WIC staff to go over policies, tools, and changes in the clinic flow prior to start-up.

**Notify participants.** Participants must be given sufficient notice of the changes in order to minimize confusion and non-participation. Participants need to know what is expected and what they need to bring to the WIC clinic. Developing materials to notify them of changes is most helpful. Some examples are: flyers of what's new, newsletter articles, waiting room posters, a checklist of what to bring with them to the clinic, appointment reminders, postcards for participants to fill out addressed to themselves of what to bring with them, etc. Participants should also be told up front that this might cause the clinic visit to be a little longer, at least while the changes are first being implemented. Tell them many times and in many ways.

See Attachments:

15) "Attention WIC Program Changes" South Carolina WIC Program

16) "Reminder!! Bring in Proof of Income" Oklahoma State WIC Program

**Modify data systems.** Some computer systems may be able to assist with implementation of the new requirements. They can be programmed to calculate income, document the proof provided, and produce reminders for clients of what to bring in with their appointment notification.

### Conclusion

In closing, it may appear that the requirements set forth in the Public Law 105-336 and the USDA Policy 99-4 are difficult to meet at first. At the same time, enhancing the integrity of the WIC Program is essential to the important public health mission that the WIC Program has been given and that WIC staff have worked so hard to attain. We hope this guide will serve to support your efforts and provide some flexibility in meeting the requirement and the demand for WIC services.

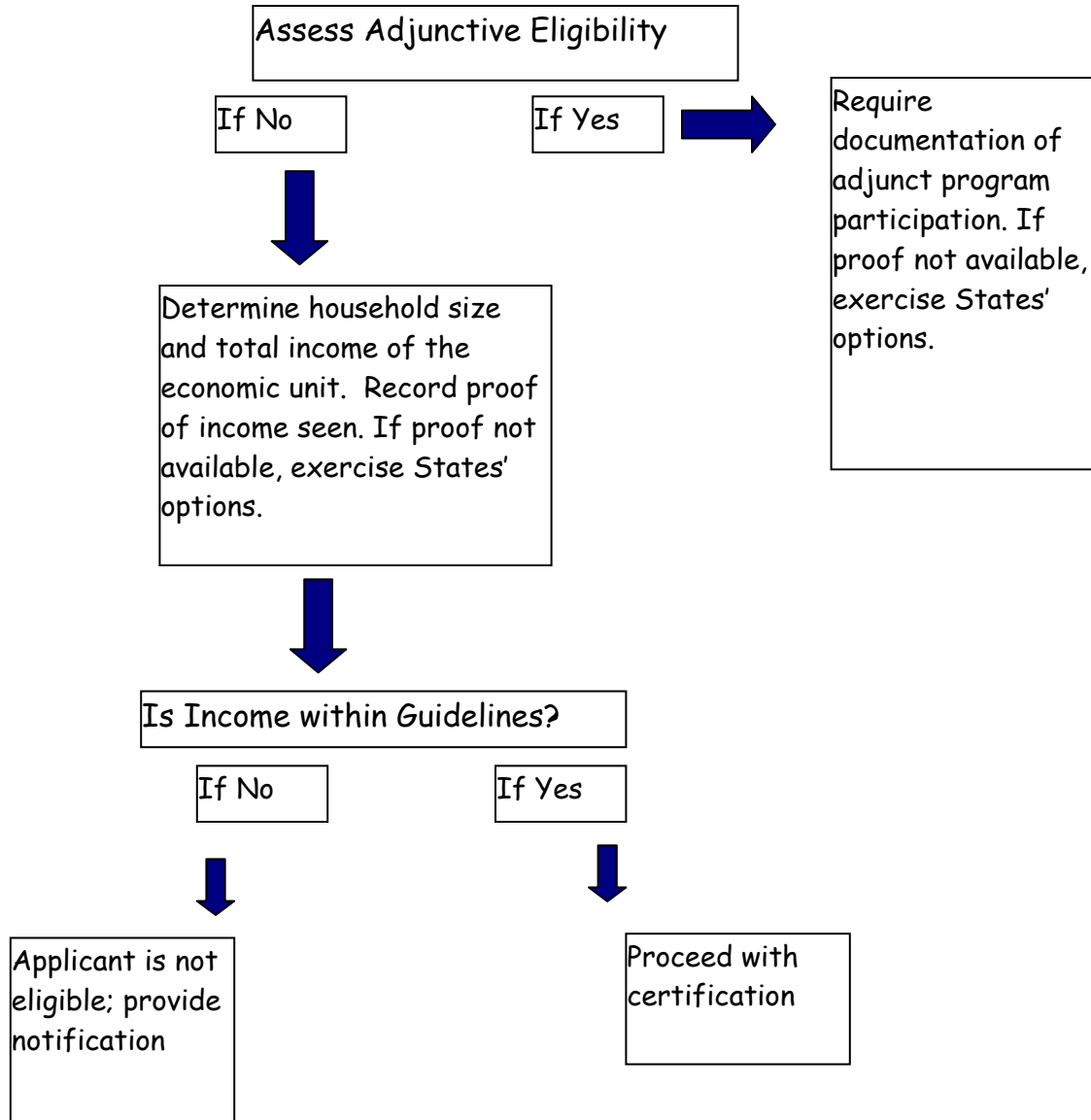
## ATTACHMENTS

Note: These State Agency forms were submitted prior to the release of this document. We recommend contacting other states for forms created or modified as a result of this document.

1. Sample Flow chart for Income Determination
2. Income Screening Interview Questions - Florida WIC Program
3. Instructions for Completion of the Income & Residency Verification Form - New York State WIC Program
4. What if...? - Virginia WIC Program
5. Income Does Not Include
6. What Can/May Not be Counted as Income - Modified from South Dakota WIC Program
7. Income Eligibility Table - Wisconsin WIC Program
8. No Proof Form - South Carolina WIC Program
9. Benefactor Letter - South Carolina WIC Program
10. Eligibility Forms (2 versions) - Massachusetts WIC Program
11. Eligibility Agreement - Rhode Island WIC Program
12. Income Statement Certification Form - Wyoming WIC Program
13. (Re)Certification Form for All Eligible Participants - Wyoming WIC Program
14. Risk Factor/Flow Sheet - Wisconsin WIC Program
15. Attention WIC Program Changes - South Carolina WIC Program
16. Reminder!!! Bring in Proof of Income!!! - Oklahoma WIC Program

Attachment 1  
Sample Flow Sheet

### Determining Income Eligibility



## Attachment 4

# What if...?

- **An applicant is unable to provide an up-to-date LES form (2-3 months old) because her husband is onboard a ship. Do I accept what she has or do I have her sign the Standard Affidavit?** Because of the difficulty in obtaining LES forms when the spouse is over-seas, ask if she thinks the LES is accurate and accept it. Ask her to obtain a current LES. The Standard Affidavit does not need to be used unless it is determined that there have been changes in the income.
- **An applicant is a former foster child who has been adopted by the foster family. The child no longer receives Medicaid but does receive SSI. Do I use the family's income as well as the SSI payment?**  
YES
- **An applicant presents a letter from Social Services stating that her Medicaid eligibility is pending. Can we accept the letter from Social Services? Does she need to complete the Standard Affidavit?** Yes, accept the letter as the applicant is presumptively eligible for Medicaid which makes her financially eligible for WIC benefits. (See page A-4 in WIC Manual). No, the affidavit does not have to be completed.
- **An applicant does not bring in proof of income at the initial certification. Can I have her complete the Standard Affidavit?** Yes, but notify her that it is only good for this certification period and can only be used once per family.
- **A 16 year old applicant has a job making \$7.50 an hour, 30 hours per week and lives with her parents. Can I accept her pay stubs as proof of income or do I need to use her parent's income as well?** Ask the client the questions listed in the 3<sup>rd</sup> bullet on the previous page. Does she consider herself emancipated, but without the court order? If so, use her income and document why she considers herself emancipated. If her parents provide the majority of support and she shares in the goods and services of their income provides, you would use both her income and her parent's income.
- **A participant has an HMO card and while waiting for verification that it is a valid HMO/Medicaid card, she tells me she also receives Food Stamps. What can I use for proof of participation in the Food Stamp Program?** Use the "Notice of Eligibility" form provided by Social Services. The Food Stamp card is an ID card and does not have any current eligibility information on it.
- **An applicant presents 3 LES statements which indicate she is over-income due to BAS, CONSUB PAY and SEA PAY. She states that there will be a change in her income next month which indicates she will be financially eligible. What should I have told her?** First of all, you should have given her a Letter of Ineligibility when she presented the 3 LES statements. Then you should have scheduled another appointment for the next month and have her bring in a current LES with the correct pay information on it.
- **A woman used her pay stubs to qualify as a pregnant participant and now, as postpartum, is on leave without pay. Her baby has been approved for medicaid; can the baby's Medicaid eligibility be used to financially qualify the Mom?** Yes, she is adjunctively eligible because she is a member of a family containing an infant on Medicaid.
- **A 17 year old pregnant woman who lives with her aunt and receives her prenatal care at the local military base wants WIC. The applicant receives no support from her parents who live out-of-state. Can she use a food and shelter letter signed by her aunt or can she self-declare?** She can self-declare if she is confidential. If not, you have to ask questions and then rely on your own good judgment. Is her aunt providing the majority of her financial support? Has the aunt been named her legal guardian? If answer to both questions is no, then a food and shelter letter can be used for financial eligibility.
- **An 18 year old pregnant woman living with her parents calls to make an appointment. The applicant does not work. What do I tell her to bring for financial eligibility?** Before you can tell her what to bring,

you have to ask her some questions. Remember, more than 1 economic unit may reside under the same roof. An economic unit must have its own source of income and you must decide whether the income is adequate to sustain the economic unit (in this case, the applicant). Having zero income usually means the applicant is a part of another economic unit (her parents). Any benefit which is of value but is not provided in the form of cash is not considered income. You may have to ask the following questions to help determine if the income is adequate to sustain the applicant:

- **Is the applicant responsible for all or a portion of her own expenses and bills?**
- **What types of income does she receive?**
- **Who provides clothing?**
- **Is she primarily independent and receives some goods or services OR does the goods and services received result from sharing of income with other individuals?**

Based on the information given by the applicant, she may have to bring in proof of her parent's income or a letter of support. You must decide what to use for financial eligibility and you should document why you made your decision.

- **An applicant's husband previously worked out-of-state for 8 months, making \$11.70 per hour, 40 hours per week but is now working two jobs in Hampton. The first job is for 20 hours per week at \$6.50 per hour and a second job at \$7.25 per hour, 30 hours per week. How would you calculate the income?** Income is calculated forward, not backward. The out-of-state job has no bearing on their current income because he no longer works out-of-state. Multiply \$6.50 by 20 (\$130) and \$7.25 by 30 (\$217.50). Add the two figures together for a weekly total of (\$347.50). Use this figure with the PCMS financial eligibility screen to calculate the annual income.

Created by:  
J. Reaves, January 15, 1997  
Financial Eligibility Training

**Virginia**



## Attachment 5

### Income Does Not Include

Payments or benefits provided under certain federal programs or acts are excluded from consideration as income by legislative prohibition. The payments or benefits which must be excluded from consideration as income include, but are not limited to:

1. Military housing - basic allowance for off-base quarters (at State agency option)
2. Value of in-kind housing and other in-kind benefits
3. Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. La. 91-646, sec. 216, 42 U.S.C. 4636)
4. Any payments to volunteers (VISTA, RSVP, foster grandparents, and others) under Titles I and II of the Domestic Volunteer Service Act of 1973, to the extent excluded by that Act (Pub. L. 93-113, sec. 404(g), 42 U.S.C. 5044(g)) to the extent excluded by that Act)
5. Payments to volunteers under section 8(b)(1)(B) of the Small Business Act (SCORE and ACE) (Pub. L. 95-510, sec. 101, U.S.C. 637(b)(1)(D))
6. Payments under the Job Training Partnership Act (Pub. L. 97-300, sec. 142(b), 29 U.S.C. 1552(b))
7. The value of assistance to children or their families under the National School Lunch Act as amended (Pub. L. 94-105, sec. 9(d), 42 U.S.C. 1760(e)), the Child Nutrition Act of 1966 (including free or reduced-price lunches or breakfasts, and meals or supplements in the Child and Adult Care Program and Summer Food Service Program) (Pub. L. 89-642, sec.11 (b), 42 U.S.C. 1780(b)), and the Food Stamp Act of 1977 (Food Stamp Program, including Food Distribution Program on Indian Reservations) (Pub. L. 95-113, sec. 1301, 7 U.S.C. 2017(b))
8. Payments under the Low-Income Home Energy Assistance Act, as amended (Pub. L. 99-125, sec.504( c), 42 U.S.C. sec 8642(f)
9. Student financial assistance received from any program funded in whole or in part under Title IV of the Higher Education Act of 1965, including the Pell Grant, Supplemental Educational Opportunity Grant, State Student Incentive Grants, National Direct Student Loan, PLUS, College Work Study, and Byrd Honor Scholarship programs, which is used for costs described in section 472 (1) and (2) of that Act.<sup>i</sup> The specified costs set forth in section 472 (1) and (2) of the Higher Education Act are tuition and fees normally assessed a student carrying the same academic workload as determined by the institution, and including the costs for rental or purchase of any equipment,

materials, or supplies required of all students in the same course of study; and an allowance for books, supplies, transportation, and miscellaneous personal expenses for a student attending the institution on at least a half-time basis, as determined by the institution. The specified costs set forth in section 472 (1) and (2) of the Act are those costs which are related to the costs of attendance at the educational institution and do not include room and board and dependent care expenses

10. Payments under the Disaster Relief Act of 1974, as amended by the Disaster Relief and Emergency Assistance Amendments of 1989 (Pub. L. 100-707, sec. 105(i), 42 U.S.C. sec. 5155(d))
11. Payments under the Carl D. Perkins Vocational Education Act, as amended by the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990 (Pub. L. 101-201, sec. 501, 20 U.S.C. sec. 2466(d))
12. Payments pursuant to the Agent Orange Compensation Exclusion Act (Pub. L. 101-201, sec. 1)
13. Payments for Wartime Relocation of Civilians under the Civil Liberties Act of 1988 (Pub. L. 100-383, sec. 105(f)(2), 50 App. U.S.C. sec. 1989b-4(f)(2))
14. Value of any child care payments made under section 402(g)(1)(E) of the Social Security Act, as amended by the Family Support Act (Pub. L. 100-485 sec. 301, 42 U.S.C. sec. 602 (g)(1)(E))
15. Value of any "at-risk" block grant child care payments made under section 5081 of Pub. L. 101-508, which amended section 402(i) of the Social Security Act
16. Value of any child care provided or paid for under the Child Care and Development Block Grant Act, as amended (Pub. L. 102-586, Sec. 8(b)), 42 U.S.C. 9858q)
17. Mandatory salary reduction amount for military service personnel which is used to fund the Veteran's Educational Assistance Act of 1984 (GI Bill), as amended (Pub. L. 99-576, sec. 303(a)(1), 38 U.S.C. sec. 1411 (b))
18. Payments under the Old Age Assistance Claims Settlement Act, except for per capita shares in excess of \$2,000 (Pub. L. 98-500, sec. 8, 25 U.S.C. sec 2307)
19. Payments under the Cranston-Gonzales National Affordable Housing Act, unless the income of the family equals or exceeds 80 percent of the median income of the area (Pub. L. 101-625, sec. 522(I)(4), 42 U.S.C. sec. 1437fnt)

20. Payments under the Housing and Community Development Act of 1987, unless the income of the family increases at any time to not less than 50 percent of the median income of the area (Pub. L. 100-242, sec. 126( c)(5)(A), 25 U.S.C. sec. 2307)

The following payments to Indian and Native American tribes are excluded by law from consideration as income for WIC eligibility purposes:

1. Income derived from certain submarginal land of the United States which is held in trust for certain Indian tribes (Pub. L. 94-114, sec. 6, 25 U.S.C. 459e)
2. Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub. L. 94-540, sec. 6)
3. Payments received under the Alaska Native Claims Settlement Act (Pub. L. 100-241, sec. 15, 43 U.S.C. sec. 1626( c))
4. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of the Yakima Indian Nation or the Apache Tribe of the Mescalero Reservation (Pub. L. 95-433, sec. 2, 25 U.S.C. 609c-1)
5. Payments to the Passamaquoddy Tribe and the Penobscot Nation or any of their members received pursuant to the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-420, sec. 6, 9( c), 25 U.S.C. 1725(I), 1728( c))
6. Payments received under the Sac and Fox Indian claims agreement (Pub. L. 94-189, sec. 6)
7. Payments received under the Judgment Award Authorization Act, as amended (Pub. L. 97-458, sec. 4, 25 U.S.C. sec. 1407 and Pub. L. 98-64, sec. 2(b), 25 U.S.C. sec. 117b(b))
8. Payments received for the relocation assistance of members of Navajo and Hopi Tribes (Pub. L. 93-531, sec. 22, 22 U.S.C. sec. 640d-21)
9. Payments to the Turtle Mountain Band of Chippewas, Arizona (Pub. L. 97-403, sec. 9)
10. Payments to the Blackfeet, Grosventre, and Assiniboine tribes (Montana) and the Papago (Arizona) (Pub. L. 97-408, sec. 8(d))
11. Payments to the Assiniboine Tribe of the Fort Belknap Indian community and the Assiniboine Tribe of the Fort Peck Indian Reservation (Montana) (Pub. L. 98-124, sec.5)
12. Payments to the Red Lake Band of Chippewas (Pub. L. 98-123, sec.3)

13. Payments received under the Saginaw Chippewa Indian Tribe of Michigan Distribution of Judgment Funds Act (Pub.L. 99-346, sec. 6(b)(2))
14. Payments to the Chippewas of Mississippi (Pub. L. 99-377, sec. 4(b))

Attachment 6

<p style="text-align: center;"><b>WHAT CAN AND CAN NOT BE COUNTED AS INCOME</b>                      Modified from the South Dakota WIC Program Operations Manual</p>	
<b>WHAT CAN BE COUNTED AS INCOME:</b>	<b>EXAMPLE:</b>
1. Alimony and Child Support	Payments Received
2. Any Assets Drawn Down	Withdrawals from a bank Sale of property Sale of a house Sale of a car
3. Capital Gains	
4. Dividends or Interest	On savings or bonds Income from estates Income from trusts
5. Garnished Wages and Bankruptcy Income	
6. Government Civilian Employee	Military retirements Pensions Veteran's Payments Private pensions Annuities
7. Loans	Which need not be repaid
8. Lump-Sum Income	Inheritances, payments, gifts, lottery winnings Insurance payment for fire, flood damage to a house if placed in a savings account and an amount withdrawn each month to live on.
9. Military	Food and clothing cash allowances Military bonuses
10. Monetary Compensation for Services	Wages or salary, including child care/babysitting, Avon Sales, etc. Seasonal or part-time work Commissions Fees Consultant fees Tips Training stipends, except where elsewhere

	excluded GI Bill funds
11. Net Income (gross receipts less operating expenses)	Farm self-employment Non-farm self-employment Rental property Royalties
12. One-Time Income	Insurance payments or compensation for injury
13. Other Cash Income	Includes but is not limited to: Cash amount received or withdrawn from any source including savings, investments, trust accounts and other resources which are readily available to the family
14. Public Assistance or Welfare Payments	Temporary Assistance to Needy Families (TANF) Supplemental Security Income (SSI)
15. Regular Contributions	From persons not living in the household Allowances from other family members
16. Rent Received	Payments Received
17. Social Security Benefits	Payments Received
18. Supplemental Security Benefits (SSI)	Payments Received
19. Unemployment Compensation	Including workers compensation, strike benefits from union funds, severance pay

Use professional judgement in determining what should be counted as income. If there is a question, contact the State WIC Office.

<b>WHAT CAN NOT BE COUNTED AS INCOME:</b>	<b>EXAMPLE:</b>
1. Assistance Received From Federal Programs	Medicaid, Food Stamps, School Lunch, Family day Care Food Program, Child Care and Development Block Grant payments, public housing, home energy assistance, youth employment programs, relocation assistance, certain

	submarginal land of the U.S. which is held in trust for certain Indian Tribes
2. Child's Income	<u>Occasional earnings</u> , such as: income from babysitting, mowing lawns
3. Gifts (unless a considerable amount)	Periodically given
4. Loans	Which must be repaid
5. Lump-Sum	Insurance payments for fire and flood damage to a house if used for replacement.
6. Military Family Housing Allotment:	Including off-base cash housing allowances and the value of inkind benefits for on-base housing
7. Non-Cash Benefits	Such as: employer-paid portion of health insurance and other employee fringe benefits food or rent received in lieu of wages, the value of food and fuel produced and consumed on farms
8. Payments Received Under the Job Training Partnership Act	
9. Payment to Volunteers (if payment becomes a regular weekly income, it is to be considered income.)	Under Title 1 (vista, etc.) Under Title II (Retired Senior Volunteer Program, foster grandparents, etc.) Under the Small Business Act
10. Student Financial Assistance	For any program funded under Title IV, including the Pell Grant, Supplemental Educational Opportunity Grant, State Student Incentive Grants, National Direct Student Loan, PLUS, College Work Study, and Byrd Honor Scholarship programs. (Scholarship/grants for attendance but not to include room and board and dependent care expenses.)
11. Tax refund	





Attachment 9



**SC WIC PROGRAM  
BENEFACTOR LETTER**

The SC WIC Program requires proof of identification, residency and income in order to provide eligible applicants with program services. The Benefactor Letter serves to assist applicants who cannot provide proof of this information with the opportunity to have a third party provide a letter of support.

**Please complete the following:**

**Print Your Name:**

**Agency/Organization:**

**Address:**

**Telephone Number:**

**Name of Person/Family Members Applying for WIC:**

1.	4.
2.	5.
3.	6.

**Circle the requirement(s) for which you are providing verification and write a detailed statement to support applicant's situation:**

<b>Identification</b>	<b>Residency</b>	<b>Income- list amount &amp; frequency</b>
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**Statement:**


**WE RESERVE THE RIGHT TO VERIFY THIS INFORMATION.**

## **SC WIC Program Benefactor Letter**

**Explanation:** The Benefactor Letter is a letter of support completed by a reliable third party verifying identification, residency, and/or income for a WIC applicant. The Benefactor should have knowledge of the WIC family's situation.

### **Instructions:**

- < The Benefactor writes his/her identifying information in the spaces provided.
- < The Benefactor writes the names of the person(s) for whom he/she is providing supporting information to be used for WIC eligibility purposes.
- < The Benefactor circles the requirement(s) for which he/she is verifying.
- < The Benefactor writes a detailed statement of support for the family verifying the information the WIC family is unable to provide. Statements should be detailed and specifically clarify information for the requirement(s) circled. Identification statements should include length of time knowing family. Residency should include the street address of the WIC family. Income should include amount and frequency the family receives i.e. \$100.00/month.

Attachment 8



<b>Office Use Only: (May Attach Label)</b>
<b>Patient's Name:</b>
<b>Patient's I.D. Number:</b>

### WIC Program No Proof Form

The SC WIC Program requires each applicant to show proof of identification, residence (address), and income to be put on the WIC Program. Please read the following statement before completing this form.

I understand that by completing, signing, and dating this form, I am certifying that the information I am providing below is correct. I understand that intentional misrepresentation may result in paying the state agency, in cash, the value of the food benefits improperly received.

1. **Completion of this form is for:**      Income      Address      Identification  
(Circle the appropriate proof(s))

2. **Reason for No Proof:**

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**Applicant:** \_\_\_\_\_ /

\_\_\_\_\_  
(Signature)

(Date)

**Staff:**

/ \_\_\_\_\_  
(Signature)

(Date)

## **SC WIC Program No Proof Form**

<b>Explanation:</b>	The purpose for this form is to document and justify the reason a WIC applicant cannot provide proof of his/her identification, residency, and family income. This form should not be used on a routine basis.
<b>“Office Use Only” Box:</b>	Attach a patient label or write the patient’s name and WIC I.D. Number.
<b>“I understand Block”:</b>	Ask the applicant to read the “I understand” paragraph (or read the paragraph to the applicant if they are unable to read).
<b>Completion of this form is for:</b>	Circle the specific area (s) for which the applicant is unable to provide proof. (All 3 reasons may be circled)
<b>Reason for No Proof:</b>	Applicant (or staff if applicant is unable to write) writes a detailed statement explaining why he/she is unable to provide proof.
<b>Applicants Signature:</b>	Applicant signs and dates on the line provided
<b>Staff Signature:</b>	Interviewing WIC Staff member signs their name and enters the date.
<b>Office Mechanics and Filing:</b>	The No Proof Form should be filed behind the DEF for that particular certification period. The No Proof Form may be obtained by requesting them from DHEC Central Supply.

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