

California WIC Program Manual WIC 210-06

SECTION: CERTIFICATION

SUBJECT: Eligibility Requirement

ITEM: Proof of Address

Policy

Applicants/participants shall reside in the State of California in order to be eligible for program benefits. Local agencies shall require an applicant/participant to provide proof of address at each certification. Length of residency is not a requirement for eligibility. If the applicant/participant fails to present acceptable proof of address as prescribed below, the local agency may allow the applicant/participant to self-declare their address for a maximum of 30 days in accordance with the guidelines set forth below, except persons for whom proof of address presents an unreasonable barrier to participation.

Required Procedures

I. Proof of Address

- A. Local agencies shall require each applicant/participant to provide proof of address. Documents acceptable as proof of address include but are not limited to, current utility bill, rent/mortgage receipt, property tax bill, etc., in the name of the applicant/participant, spouse or parent/caretaker applying on behalf of an infant or child under the age of five years. The local agency shall not accept a post office box as proof of address.
- B. Prior to a certification appointment, the local agency may send the applicant/participant a postcard or letter, to the applicant/participant's stated address, that may be presented as proof of address by the applicant/participant at the certification appointment.
- C. The local agency shall ask for another form of proof of address whenever the LA is uncomfortable with the validity of an item presented as proof of address.

II. ISIS Record

Local agency staff shall record the type of document viewed as proof of address on the Integrated Statewide Information System (ISIS) *Certify/Recertify Family* screen using the appropriate documentation code. When an O code is used, a comment will be placed in Family Comments to describe the document presented. When a signed statement is used as proof of address, it shall be retained in the local agency daily file.

California WIC Program Manual WIC 210-06

III. Applicants/Participants Lacking Proof of Address

A. Possess Documentation, but Fail to Bring it to the Appointment

1. If an applicant/participant meets all other eligibility criteria at certification, but fails to bring acceptable proof of address to the appointment, a local agency may permit an applicant/participant to self declare address for a **maximum of 30 days**. The agency shall:
 - a. Certify or recertify the applicant/participant and issue only **one** month of food instruments,
 - b. Place an “N” (Documentation Unavailable at Certification) code in the *Certify/Recertify Family* screen in ISIS,
 - c. Place a hold for address in the *Family Holds* screen,
 - d. Place a hold on the printing of food instruments for the **next month**,
 - e. Clearly inform the applicant/participant of: (1) the necessary documents needed within 30 days, (2) the consequences of not providing the documents, and
 - f. Schedule a new appointment within 30 days.
2. If the applicant/participant returns with the documentation within 30 days and is found eligible, the certification period shall begin with the month food instruments were initially provided.
3. If the applicant/participant fails to return within 30 days with the address documentation, the applicant/participant/family shall be determined ineligible. While the applicant/participant/family must be given the opportunity to appeal this action, the case remains an initial determination and does not require a 15-day advance written notice of action. The determination of ineligibility is effective immediately. The local agency shall:
 - a. Place “06” (Documentation not adequate to certify eligibility) for the “Disqualify Code” on the *Assign Disqualify Code – Family* screen.
 - b. Place a “0” for the “Months of FIs” to issue on the *Assign Disqualify Code – Family* screen.
 - c. Issue DHS 4134, “Notice of Action Affecting WIC Program Applicants,” to the applicant/participant. (Do not use DHS 4304)

B. Cannot Provide Documentation

1. Self declaration of address is not allowed for more than 30 days **except** for persons to whom proof of address presents an unreasonable barrier to participation. Examples of unreasonable barriers include instances when an

- applicant is a:
- a. migrant farmworker,
 - b. homeless individual,
 - c. pregnant teen turned out of her home,
 - d. victim of a disaster,
 - e. resident of a remote Indian or Native village, or
 - f. resident of a rural location where there is no mail delivery.
2. In such instances the applicant must sign a statement attesting to their address. Such statement shall be kept in the local agency daily file.

Note: A simple handwritten note signed and dated by the applicant is sufficient. Further, a resident of a remote Indian or Native village, or served by an Indian tribal organization and residing on a reservation or pueblo, shall provide their mailing address and the name of the remote Indian or Native village.

Definitions

Migrant Farmworkers – Migrant farmworkers and their family members are defined by federal regulation as individuals whose principal employment (over 50 percent) is in agriculture on a seasonal basis, who have been so employed within the last 24 months, and who establish a temporary residence for the purpose of such employment.

Examples of employment in agriculture include: field worker, cannery worker, packing shed worker, farm equipment operator, harvester, logger, timber worker, log hauler (e.g., timber, crops).

Note: Commuting does not constitute establishing a temporary residence.

Homeless - An applicant/participant who:

- A. lacks a fixed and regular nighttime residence, or
- B. has a primary nighttime residence that is:
 1. a public or private shelter, including a welfare hotel, a congregate shelter, a shelter for domestic violence designated to provide temporary living accommodation,
 2. an institution that provides temporary residence for individuals intended to be institutionalized,
 3. a temporary accommodation of not more than 365 days in the residence of another individual, or
 4. a public or private place not designated for, or ordinarily used as, a regular accommodation for human beings.

Remote Indian or Native Village

- A. Remote Indian or Native village means an Indian or Native village that
1. is located in a rural area,
 2. has a population of less than 5,000 inhabitants, and
 3. is not accessible all year by means of a public road.

- B. The term public road means any road or street under the jurisdiction of and maintained by a public authority and open to public travel.

Authority

7CFR 246.2 (definitions)
7CFR 246.7 (c)(1)(i)
7CFR 246.7 (l)(2) and (n)
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