

**SECTION: CERTIFICATION**

**SUBJECT: Specific Requirements for Certification**

**ITEM: Proof of Identity**

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## Policy

Local agencies shall require each applicant/participant/parent/caretaker to provide proof of identity prior to initial certification and at each subsequent appointment. The local agency may accept the WIC Identification Folder (WIF) as proof of identity (ID) for participants at subsequent certifications and appointments, once initial proof of identity has been established. If the person cannot present proper or acceptable identification as prescribed below, the local agency shall not certify, issue a WIF, or issue food instruments, **except** for persons who are victims of disaster, migrants, or homeless.

Local agencies shall require each proxy or alternate to provide proof of identity at each appointment, which includes obtaining food instruments and may include nutrition education, but not certification.

**Note: See WPM 210-07 for the definition of Caretaker.**

### I. Proof of Identity

- A. The local agency shall require proof of ID from each applicant and parent/caretaker at initial certification, and from a proxy/alternate at each appointment. Local agencies are strongly encouraged to first request photo ID from the person as the optimal form of ID. If the person cannot provide a photo ID, then other forms of ID may be accepted according to local agency protocol.
- B. The following items containing the name of the person presenting it may be accepted as documentation of identity:
  - 1. Photo ID (Drivers license/DMV issued ID, work, school/student body, military, passport, or bus pass ID card),
  - 2. Infant hospital records (crib card, hospital band, or discharge papers),
  - 3. Health, Medi-Cal, HMO, or county services access card,
  - 4. Social security card,
  - 5. Birth certificate or hospital birth verification,
  - 6. Immigration papers,
  - 7. Marriage license or baptismal certificate,

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8. Signed self declaration statement (migrant, homeless, or victim of disaster), and
  9. Other:
    - a. Foster child placement letter/notice,
    - b. Check cashing, credit or bank ATM card,
    - c. Court orders (divorce, child support, alimony, or adoption),
    - d. Immunization record,
    - e. Voter registration receipt,
    - f. Paycheck/stub,
    - g. Blank check with applicant name pre-printed on it,
    - h. Medi-Cal, Food Stamp, or TANF letter,
    - i. Supplemental Security Income (SSI) letter,
    - j. Unemployment documents,
    - k. Housing lease or rent receipt,
    - l. Loan papers from bank/finance company etc.,
    - m. Property tax receipt,
    - n. Medical records,
    - o. Student body card (without photo),
    - p. Library card, and
    - q. Any other document deemed acceptable by the local agency.

**Note: It is the responsibility of each local agency staff person to question and if necessary ask for another form of ID whenever she/he is uncomfortable with the validity of an item presented as proof of identity.**

## II. Proof of Identity Subsequent Certification

The local agency may accept the WIF as the participant's proof of ID at subsequent certifications and appointments, once initial proof of ID has been established.

## III. Self Declaration

Local agencies shall not accept self declaration of ID **except** from persons who are victims of disaster or who are migrants or homeless. In such instances the person must sign a statement attesting to his/her ID. The local agency must keep the statement on file in the local agency records. See the definitions of migrant and homeless in WPM 210-06.

**Note: A simple handwritten note signed and dated by the person is sufficient.**

## IV. ISIS Record

Local agency staff shall record the type of document viewed as proof of ID in the Integrated Statewide Information System (ISIS) Certify Individual screen, using the appropriate documentation code. When an O code is used, the type of document used for proof of identity shall be specified in Family Comments. When a signed statement (self declaration) is used as proof of ID, it shall be retained in the local agency daily file.

### **Authority**

7 CFR 246.7 (l)(2)

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