

## Subject: Eligibility Requirements

### Item: Overview

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#### **PURPOSE:**

To provide an overview of the eligibility requirements for WIC Program participation.

#### **POLICY:**

- I. Local agency (LA) staff must certify an applicant for program participation if the applicant meets WIC eligibility requirements for category, residency, income, and nutritional risk.
  - A. A family representative may apply for WIC program participation on behalf of an infant or child. Refer to WPPM 290-00.
  - B. A caretaker is an individual designated by a participant or family representative to act on their behalf. Refer to WPPM 290-10.

#### **PROCEDURES:**

- I. The following eligibility criteria must be met and documented in the WIC Web Information System Exchange (WIC WISE) for an applicant to be certified for program participation:
  - A. Be in a category served by WIC:
    1. Pregnant (prenatal) individual. Refer to WPPM 210-08.
    2. Breastfeeding individual up to one year postpartum.
    3. Non-breastfeeding individual up to six months postpartum.
    4. Infant up to 12 months old.
    5. Child under the age of five years.
  - B. Live in California. Refer to WPPM 210-06.
  - C. Meet income eligibility. Refer to WPPM 210-01 through 210-04.
  - D. Have an indicator of nutritional risk. Refer to WPPM 210-09 through 210-13.
- II. Presence at Certification
  - A. The applicant must be present at certification unless they meet an approved exemption criterion. Refer to WPPM 210-07.
- III. Identification (ID) at Certification
  - A. The applicant must provide proof of ID at certification. Refer to WPPM 270-20.
- IV. Miscellaneous
  - A. Certification must be performed at no cost to the applicant.

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- B. The LA must not discriminate against an applicant/participant on the basis of race, color, national origin, age, sex, disability, and/or reprisal or retaliation for prior civil rights activity.
- C. WIC allows program participation by foreign citizens, provided they meet the program eligibility requirements. Citizenship status cannot be a factor in eligibility determinations.

**AUTHORITY:**

[7 CFR 246.7\(c\), \(l\) and \(m\)](#)

[7 CFR 246.8](#)

**CROSS REFERENCE:**

WPPM 210-01 General Income Eligibility Guidelines and Procedures

WPPM 210-02 Adjunctive Eligibility

WPPM 210-03 Determination of Income Eligibility

WPPM 210-04 Income Exclusions

WPPM 210-06 Proof of California Residency

WPPM 210-07 Presence Requirement

WPPM 210-08 Proof of Pregnancy

WPPM 210-09 Overview – Nutrition Assessment Requirement for All Categories

WPPM 210-10 Determining Nutritional Risk – Anthropometric

WPPM 210-11 Determining Nutritional Risk – Biochemical

WPPM 210-12 Determining Nutritional Risk – Clinical/Health/Medical

WPPM 210-13 Determining Nutritional Risk – Dietary

WPPM 270-20 Proof of Identity

WPPM 290-00 Family Representative

WPPM 290-10 Designation of Caretaker