CERTIFICATION

Subject: Eligibility Requirement
Item: Proof of California Residency

PURPOSE:
The purpose of this policy is to minimize fraud and maintain program integrity during the certification process.

POLICY:
I. Applicants/participants must reside in the State of California in order to be eligible for program benefits.
   A. Local agencies (LA) must require an applicant/participant to provide proof of California residency at each certification/recertification and when transferring:
      1. Families with a residency hold (POA).
      2. Individuals into new families.
      3. Families from out-of-state or from the WIC Overseas Program with a Verification of Certification (VOC).
   B. Length of California residency is not a requirement for eligibility.
   C. If the applicant/participant fails to provide proof of residency, the LA must allow the applicant/participant to self-declare their residency for a maximum of 30 days. However, families transferring within California with a residency hold cannot self-declare again.
   D. Persons for whom proof of residency presents an unreasonable barrier to participation the self-declaration is valid for the entire certification period.

PROCEDURE(S):
I. Proof of California Residency
   A. LA staff must require proof of residency from each applicant/participant according to policy above. Approved sources of proof of residency may be provided in physical or electronic format (emails, cell phones, tablets, texted pictures, etc.). Post office box is not acceptable as proof of residency.
   B. The following approved sources may be accepted as proof of residency and must have the name and address of the person being certified, or the name and address of the spouse/significant other or parent/caretaker applying on behalf of an infant or child under the age of five years:
      1. Any mail/postcard/magazine.
      2. Any bill, property tax bill/receipt.
      3. Car/vehicle registration/insurance.
      4. Disaster victim (signed WIC Self Declaration form required).
      5. MEDS Interface.
CERTIFICATION

Subject: Eligibility Requirement

Item: Proof of California Residency

7. Homeless (signed WIC Self Declaration form required).
9. Court orders (divorce, child support, alimony, or adoption).
10. California Driver’s License or ID card/ Matricula Consular.
11. Migrant (signed WIC Self Declaration form required).
12. Documentation unavailable at certification
13. Paycheck/paystub/blank check with preprinted address/bank statements.
14. Rental receipt/mortgage statement/lease agreement.
17. Aid verification letter/Notice of Action.
19. Immigration or naturalization papers.
20. Resident of a remote Indian or Native village or rural location where there is no mail delivery (signed WIC Self Declaration form required). Applicant/participant must provide their address or name of village. Refer to WPPM 970-10 Glossary for the definition of remote Indian or Native village.

C. Prior to a certification appointment, LA staff may send the applicant/participant a postcard or letter, to the applicant/participant’s stated address, that may be presented as proof of residency by the applicant/participant at the certification/recertification appointment.

D. LA staff may ask for further proof of residency if they doubt the validity of the documents provided.

II. WIC MIS Documentation of Proof of Residency

A. LA staff must record the type of document viewed as proof of residency in WIC management information system (WIC MIS) using the appropriate documentation code.

III. Applicants/Participants Lacking Proof of Residency

A. If an applicant/participant fails to bring acceptable proof of residency, LA staff must:
   1. Verify proof of residency for applicants/participants via MEDS interface by:
      a. Certifying or recertifying the individual. In case of in state transfer with a residency hold, out-of-state or WIC Overseas Program transfer, transfer the family.
      b. Verifying that:
         i. The individual has a “Y” in Medi-Cal, TANF or CalFresh on the “MEDS” screen.
ii. The individual is in a family who currently has another family member, an active WIC participant, who has a “Y” in Medi-Cal, TANF, or CalFresh as verified on “MEDS” screen.

2. Verify proof of residency for applicants/participants who participate in FDPIR.
3. Place an “E” code for the Residency Documentation in WIC MIS.

B. If an applicant/participant fails to bring acceptable proof of residency at certification/recertification and unable to verify via MEDS, LA staff must:

1. Permit an applicant/participant to self-declare residency for a maximum of 30 days.
   a. Certify or recertify the applicant/participant. In case of out-of-state or WIC Overseas Program transfer with a VOC, transfer the family.
   b. Place an “N” (Documentation Unavailable at Certification) code for the Residency Documentation on “Certify/Recertify Family/Move Individual Into New Family/Transfer Family” screen in WIC MIS. The WIC MIS will automatically place a residency “A” hold.
   c. Complete CDPH 4130, California WIC Program Self Declaration Statement – Proof of Residency/Address portion.
   d. Clearly inform the applicant/participant of: (1) the necessary documents needed within 30 days, (2) the consequences of not providing the documents, (3) have the applicant/participant sign CDPH 4130, California WIC Program Self Declaration Statement. File the Self Declaration Statement with all other certification documents.
   e. Schedule a new appointment within 30 days.
   f. Issue only one month of food instruments.

2. If the applicant/participant returns with the approved documentation within 30 days and is found eligible, proof of residency must be documented at the “Change Family/WIC Family Profile” screen using the appropriate documentation code. The “A” hold will automatically be removed. The certification period will begin with the month food instruments were initially issued.

IV. Exceeding 30 days with No Proof of Residency

A. If the applicant/participant fails to return to WIC within 30 days or transfers within California with a residency hold and does not provide proof, the individual applicant/participant must be determined ineligible. While the individual applicant/participant 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. LA staff must:
CERTIFICATION

Subject: Eligibility Requirement

Item: Proof of California Residency

1. Place “06” (Documentation not adequate to certify eligibility) for the “Disqualify Code” on the “Assign Disqualify Code – Family” screen.

2. Place a “0” for the “Months of FIs” to issue on the “Assign Disqualify Code – Family” screen.

3. Issue CDPH 4134, Notice of Action Affecting WIC Program Applicants, to the applicant/participant.

EXCEPTION(S):
Self-declaration of residency is not allowed for more than 30 days except for the following circumstances, in which case self-declaration is valid for the entire certification period:
   A. Disaster victim.
   B. Migrant farmworker.
   C. Homeless individual.
   D. Resident of a remote Indian or Native village.
   E. Resident of a rural location where there is no mail delivery.

LA staff must:
   A. Complete CDPH 4130, California WIC Program Self Declaration Statement – Proof of Residency/Address portion.
   B. Have the applicant/participant sign CDPH 4130, California WIC Program Self Declaration Statement, attesting to their address.
   C. Keep the Self Declaration Statement on file in the daily records.

AUTHORITY:
7 C.F.R. § 246.7(c)(2)(i) Eligibility criteria and basic certification procedures
7 C.F.R. § 246.7(i)(4) Certification forms

CROSS REFERENCE:
CDPH 4130 California WIC Program Self Declaration Statement
CDPH 4134 Notice of Action Affecting WIC Program Applicants
WPPM 970-10 Glossary