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

POLICY:
Local agencies (LA) must require each applicant/participant to provide proof of identity at initial certification and at each subsequent appointments. Proxy/alternates must provide proof of identity at each appointment. If the applicant/participant fails to present acceptable proof of identification as described below, LA staff must allow the applicant/participant to self-declare their identity for a maximum of 30 days in accordance with the procedures as outlined below.

PROCEDURE(S):
I. Proof of Identity
   A. Approved sources of proof of identity may be provided in physical or electronic format (e.g., emails, cell phones, tablets, texted pictures, etc.). The following items containing the name of the person being certified must be accepted as documentation of proof of identity:
      1. Medi-Cal, health, HMO, or county services access card.
      2. Birth certificate, hospital birth verification, or crib card.
      4. Disaster victim (signed WIC Self Declaration form required).
      5. MEDS Interface.
      7. Medical records or hospital discharge forms.
      8. Homeless (signed WIC Self Declaration form required).
      9. Immunization record.
     10. Court orders (divorce, child support, alimony, marriage license, or adoption)/baptismal certificate.
     11. ID card (driver’s license/DMV issued ID, work, school/student body, military, passport, any other country ID, bus pass, check cashing, credit or bank ATM card, voter registration card, or library card).
     12. Migrant (signed WIC Self Declaration form required).
     14. Rent receipt, mortgage statement, housing lease agreement, or property tax receipt.
     15. Medical referral form.
CERTIFICATION WPPM #270-20

Subject: Specific Requirements for Certification

Item: Proof of Identity

17. Unemployment benefits card/Letter.
18. Aid verification letter or notice of action (e.g., Medi-Cal, SNAP, TANF, FDPIR, or Supplemental Security Income letter).
19. WIC Identification Folder (not for initial certification)/Verification of Certification (VOC). Refer to section II. below for more information.
20. Official school documents (e.g., enrollment, transcripts, school loan, or financial aid).
21. Immigration or naturalization papers.

B. LA staff may request additional proof of identity if they doubt the validity of the documents provided.

II. Proof of Identity at Subsequent Certification

LA staff are allowed to accept the WIF as the participant’s proof of identity at re-certifications and each subsequent appointment, once initial proof has been established.

III. WIC MIS Documentation of Proof of Identity

A. LA staff must record the type of document viewed as proof of identity on the WIC Management Information System (WIC MIS) “Certify Individual” screen or the “Recertify Individual” screen using the appropriate documentation code. Refer to job aid for list of codes on SharePoint.

IV. Applicants/Participants Lacking Proof of Identity at Initial Certification/Recertification

A. If an applicant/participant fails to bring acceptable proof of identity, LA staff must:
   1. Permit an applicant/participant to self-declare identity for a maximum of 30 days. The agency must:
      a. Certify or recertify the applicant/participant.
      b. Place an “N” (Documentation Unavailable at Certification) code for the Identity Documentation on “Change Individual Information” screen in WIC MIS. The WIC MIS will automatically place a “D” hold.
      c. Complete CDPH 4130 California WIC Program Self Declaration Statement Proof of Identity portion. File the Self Declaration Statement with all other certification documents.
      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.
      e. Schedule a new appointment within 30 days.
CERTIFICATION WPPM #270-20

Subject: Specific Requirements for Certification

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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 identity must be documented at the “Change Family/WIC Family Profile” screen using the appropriate documentation code. Proof of identity “D” hold will be removed automatically. The certification period begins with the month food instruments were initially issued. WIF cannot be used as proof of identity for new enrollment. Refer to section II. above for information on when the participant can use the WIF as identity.

V. Exceeding 30 days with No Proof of Identity

A. If the applicant/participant fails to return to WIC within 30 days with the identity documentation, the applicant/participant/family must 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. LA staff must:

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.

B. If an individual has been issued a CDPH 4134 and returns with proof of identity, LA staff must certify the individual provided they still meet the conditions for all other eligibility requirements.

EXCEPTION(S):

A. Self-declaration of identity is not allowed for more than 30 days except for the following circumstances, in which case the Self Declaration Statement is valid for the entire certification period:

1. Disaster victim.
2. Homeless.
3. Migrant farm worker.

B. LA staff must complete CDPH 4130 California WIC Program Self Declaration Statement – Proof of Identity portion.

C. The applicant must sign CDPH 4130 California WIC Program Self Declaration Statement, attesting to their identity.
D. LA staff must 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.
WRO Policy Memo 803-AI

**CROSS REFERENCE:**
WPPM 210-06 Proof of Residency
WPPM 210-07 Presence Requirement