

Subject: Requirements for Certification/Recertification/Subsequent Appointments**Item: Proof and Checking of Identity**

PURPOSE:

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

POLICY:

- I. Local agency (LA) staff must require each applicant/family representative/caretaker to provide a valid non-expired proof of identity (ID) at initial certification and recertification. LA staff must also check for a valid non-expired ID for a family representative and/or caretaker at all subsequent appointments.
- II. LA staff must scan any documentation into the WIC Web Information System Exchange (WIC WISE) when “Handwritten document (scan-in)” is selected as proof.
- III. If the applicant/family representative/caretaker fails to provide acceptable proof of ID at initial certification or recertification, LA staff must allow them to self-declare their ID for a maximum of 30 days in accordance with the procedures as outlined below.

PROCEDURES:

- I. Proof of ID at Initial Certification and Recertification
 - A. LA staff must require proof of ID from each applicant according to policy above. Approved sources of proof of ID can be provided in physical form, displayed in-person via electronic format (e.g., emails, cell phones, tablets, pictures, etc.), or obtained remotely. For acceptable means of obtaining documents remotely, refer to WPPM 220-30. The proof provided must contain the name of the person being certified.
- II. Documentation of Proof of Identity
 - A. In WIC WISE, LA staff must select one of the options listed below for proof of ID. The following are the approved sources of proof of ID:
 1. Pregnant and Postpartum Categories
 - Aid Verification Letter/Notice of Action
 - Birth Certificate
 - CA WIC Card (recertification only)
 - Car/Vehicle Registration
 - Court Order
 - Disaster Victim (Signed Self Declaration Required)
 - Foster Child Placement Letter/Notice
 - Handwritten document (scan-in)
 - Homeless (Signed Self Dec Req'd)
 - Hospital ID Bracelet (no first name OK)
 - Immigration or Naturalization Papers
 - Immunization Record (completed by HCP)
 - MEDS Interface/Verified Adjunctive Eligibility for this person

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- Medi-Cal Card, Health, HMO, or County Services Access Card
 - Medical Records/Hospital Discharge Forms
 - Medical Referral Form
 - Migrant (Signed Self Declaration Required)
 - Military ID
 - No Proof Provided (Signed Self Declaration Required)
 - Official School Documents/Financial Aid Documents
 - Paystub/Checks with Pre-Printed Name/Bank Documents
 - Photo Identification (Driver License/Passport)
 - Rent Receipt/Mortgage/Lease/Prop Tax Statement
 - Social Security Card
 - Tribal ID Card
 - Unemployment Benefits Card/Letter
 - Voter Registration
 - Work/School ID Card
2. Infant and Child Categories
- Adoption Papers
 - Aid Verification Letter/Notice of Action
 - Baptismal Certificate
 - Birth Certificate/Hospital Birth Verification/Hospital Crib Card
 - CA WIC Card (recertification only)
 - Court Order
 - Disaster Victim (Signed Self Declaration Required)
 - Foster Child Placement Letter/Notice
 - Handwritten document (scan-in)
 - Homeless (Signed Self Declaration Required)
 - Hospital ID Bracelet (no first name OK)
 - Immigration or Naturalization Papers
 - Immunization Record (completed by HCP)
 - MEDS Interface/Verified Adjunctive Eligibility for this person
 - Medi-Cal Card, Health, HMO, or County Services Access Card
 - Medical Records/Hospital Discharge Forms
 - Medical Referral Form
 - Migrant (Signed Self Declaration Required)
 - No Proof Provided (Signed Self Declaration Required)
 - Official School Documents
 - Photo Identification/Passport
 - Social Security Card
 - Tribal ID Card

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- B. When LA staff are provided any handwritten source for proof of ID other than the ones listed above, it must be scanned into WIC WISE.
- C. LA staff are permitted to request additional proof of ID if they doubt the validity of any of the sources provided.
 - 1. LAs must contact CDPH/WIC at WICabuse@cdph.ca.gov if fraud is suspected.
- D. Exceptions to Proof of ID at Initial Certification and Recertification.
 - 1. An applicant/family representative/caretaker that meet the following criteria do not have to provide proof of ID:
 - a. Disaster victim.
 - b. Homeless.
 - c. Migrant farm worker.
 - 2. Generate the *Self Declaration Statement* CDPH 4130 and obtain an e-signature. Provide a completed copy to the applicant/family representative/caretaker. The signed *Self Declaration Statement* CDPH 4130 is valid for the entire certification period.
- E. Proof of ID at Initial Certification and Recertification
 - 1. If an applicant fails to provide acceptable proof of ID, LA staff must:
 - a. Permit an applicant to self-declare ID for a maximum of 30 days. LA staff must:
 - i. Certify or recertify the applicant.
 - ii. Select No Proof Provided (Signed Self Declaration Required) option in WIC WISE.
 - iii. Generate the *Self Declaration Statement* CDPH 4130 and obtain an e-signature. Provide a completed copy to the applicant/family representative/caretaker.
 - iv. Clearly inform the applicant: (1) to provide the necessary proof needed for program eligibility within 30 days, (2) the consequences of failing to do so, can lead to being found ineligible for WIC and terminated from the program.
 - v. Schedule a new appointment within 30 days.
 - vi. Issue only one month of food benefits.
 - b. If the applicant provides an approved source of proof of ID within 30 days and is found eligible, LA staff must document proof in WIC WISE. The short-cert must be removed and the certification period begins with the month food benefits were initially issued.

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F. Exceeding 30 days with No Proof of ID

1. If the applicant exceeds 30 days but then provides an approved proof of ID, LA staff must use the reinstate function in WIC WISE.
2. If the applicant exceeds 30 days and still fails to provide an approved proof of ID, the applicant must be determined ineligible. While the applicant must be given the opportunity to appeal this action, this is 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:
 - a. Complete termination in WIC WISE.
 - b. Not issue further food benefits to the applicant.
 - c. Generate the *Notice of Action at Initial Certification and Recertification* CDPH 4134 and obtain an e-signature. Provide a completed copy to the applicant.
3. If an applicant has been issued a *Notice of Action at Initial Certification and Recertification* CDPH 4134 and then provides proof of ID, LA staff must certify the individual provided they still meet the conditions for all other eligibility requirements.

III. Checking ID at Subsequent Appointments

- A. LA staff must check for a valid non-expired ID at all subsequent appointments. No action is required in WIC WISE.
 1. Family representative
 - a. Once initial proof of ID has been established, the WIC Card will suffice as proof.
 - b. All other options listed for proof of ID.
 2. Caretaker
 - a. All options listed for proof of ID, except for the WIC Card.

AUTHORITY:

[7 C.F.R. §246.7\(c\)\(2\)\(i\)](#)

WRO Policy Memo 803-AI

CROSS REFERENCE:

[WPPM 220-30 Telehealth Privacy and Confidentiality](#)

Self Declaration Statement (CDPH 4130)

Notice of Action at Initial Certification and Recertification (CDPH 4134)