

Texas WIC Health and Human Services Commission

Effective August 1, 2021

Policy No. CS:05.0

Identification of a WIC Applicant/Participant and Parent or Guardian

Purpose

To ensure program benefits are provided to the correct individual.

Authority

7 CFR Part 246.7; 25 TAC §31.22

Policy

The local agency (LA) staff must check the identification of each applicant/participant and parent/guardian applying on behalf of an infant and/or child at each certification and when issuing benefits other than at certification.

Definitions

Provisional Certification – a 30-day certification and up to 30-days benefit issuance for an applicant/participant who meets all eligibility criteria at certification but fails to bring one of the acceptable proofs of identification, residency or income.

Disaster Expedited Certification – a certification process where anthropometrics and blood work are optional but must be obtained within 90 days from certification during a disaster situation.

Procedures

- I. At each certification, LA staff must request and check the identification of each applicant and parent/guardian.
 - A. Proof of identification must be verified and documented in the Participant Page of the MIS.

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- B. A copy or electronic image of the original document is acceptable. Documents obtained via electronic transmission are automatically saved in the MIS and may be used for initial and subsequent certification when the participant/parent/guardian verbally confirms the information is still current.

- C. The following must be accepted as documentation of identity regardless of the expiration date or age of the document.
 - 1. Baptismal certificate
 - 2. Birth certificate
 - 3. Driver's license
 - 4. Employee check stub with name printed on it
 - 5. Employee Identification Card with picture
 - 6. Foster placement letter
 - 7. Health care identification
 - 8. Hospital records
 - 9. Housing/rental agreement
 - 10. Immunization Card
 - 11. Immigration records
 - 12. Loan papers
 - 13. Local Agency clinic card
 - 14. Marriage license
 - 15. Military Identification card
 - 16. Medicaid letters/forms
 - 17. Official/Government Identification card with picture
 - 18. Passport
 - 19. Property tax receipt
 - 20. School Identification card with picture
 - 21. Self-Declaration Form
 - 22. Self-Declaration Disaster Form
 - 23. SNAP letters/forms
 - 24. Social Security Administration forms/letters
 - 25. Social Security card
 - 26. TANF letters/forms

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27. Texas WIC Card or Other States' WIC Identification Card
 28. Voters registration card
 29. Your Texas Benefits Card (YTBC)
 30. Approved Local Agency Other – If an LA wants to use other forms of identity not listed above, the LA must develop a policy and submit it to the state agency (SA) for approval prior to implementation. The policy must be available for audit/review.
- II. Provisional Certification must be offered to an applicant who does not provide proof of identification at the time of the certification appointment but meets all other eligibility criteria and applicable documentation requirements.
- A. If the applicant/parent/guardian meets all other eligibility requirements:
 1. The MIS will allow up to 30-day benefit issuance.
 2. If the applicant/parent/guardian returns with the correct proof within 30 days and is found eligible, the MIS will establish the full certification period.
 3. If the applicant does not return within the 30 days with the correct proof, the applicant is ineligible, and the certification is automatically terminated by the MIS.
 - B. Under no circumstances shall a second or subsequent Provisional Certification be applied if the applicant fails to provide the required documentation within the 30 days.
- III. Applicants or parents/guardians who are victims of theft, loss, or homelessness must complete the WIC Self-Declaration Form for Identification, Residency, Zero-Income (Cash on Hand) and Proof of Income (Homeless) (stock # E13-06-13567). Staff must scan and upload form to the Participant Page in the MIS.
- IV. Current participants and applicants who qualify for Disaster Expedited Certification because they are victims of disaster must complete the

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electronic WIC Self-Declaration Form for Disaster Victims in the MIS (refer to the *State of Texas WIC Program Disaster Plan*).

- V. If the participant or parent/guardian does not bring the Texas WIC Card, he/she must be rescheduled within the month to return with his/her card. Benefits cannot be issued without the Texas WIC Card. If the participant has permanently lost the Texas WIC Card, refer to [CS:26.0 Issuance and Disposition of Replacement Texas WIC Cards](#).