

Texas WIC Health and Human Services Commission

Effective August 1, 2021

Policy No. CS:06.0

Residency as a Certification Requirement

Purpose

To ensure that those applying for WIC benefits reside within Texas.

Authority

7 CFR Part 246.2, 246.7; 25 TAC §31.22

Policy

At certification, the applicant must provide proof of residency within Texas.

Definitions

Residency - location or address where applicant routinely lives or spends the night.

Institution - any residential accommodation which provides meal service, except private residences and homeless facilities. Refer to [CS:35.0 Certification of Homeless and Those Living in Shelters and Institutions](#).

Family - a group of related or non-related individuals who are living together as one economic unit, except that residents of a homeless facility or an institution must not all be considered as members of a single family.

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.

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Procedures

- I. At each certification, the WIC applicant/parent/guardian must provide proof of residency to verify the family resides within Texas.
 - A. Proof of residency must be verified and documented in the Family Page of the MIS.
 - B. Only one document is required for all applicants within the applicant family.
 - C. 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 applicant/participant/parent/guardian verbally confirms it is the current residence (including the applicant/participant/parent/guardian's name and street address/rural route number, city, state and zip code). New proof of residency is required if the participant's address has changed.
- II. Provisional Certification (30 days) must be offered to an applicant who does not provide proof of residency 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 automatically terminated by the MIS.

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- B. Under no circumstances shall a second subsequent Provisional Certification be applied if the applicant fails to provide the required documentation within the 30 days.
- III. Written proof (including the applicant/participant's name and current street address/rural route number, city, state and zip code) is the preferred method of documentation.
- Documents addressed to the applicant's spouse are acceptable.
 - Minors applying for themselves who reside with their parents may present documents addressed to the parent.
 - A document with a P.O. Box as an address cannot be accepted as proof of residency.
 - All documents including those from Adjunctive Programs must show the applicant's physical address.
 - The applicant may present a copy of the original document or on an electronic device.
- A. The following documents must be accepted as proof of current residency:
1. Utility bill/credit card bill
 2. Texas driver license/Identification Card (including the applicant/participant's name and current street address/rural route number, city, state and zip code)
 3. Rent receipt/rental agreement/letter from landlord or apartment manager
 4. Business letter/bill
 - a. Any business letter (not from WIC) or any part of a business letter such as an envelope or enclosure with address (utilities, credit card)
 - b. Foster placement letter
 - c. Other bills

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5. Medicaid, SNAP and TANF – the applicant’s address as documented on the Texas Medicaid and Healthcare Partnership (TMHP) or HHS Outreach Report for Medicaid, SNAP and TANF must be accepted when the applicant verbally confirms it is the current residence (including the applicant/participant’s name and street address/rural route number, city, state and zip code).
 6. If applicant lives with someone else and does not have proof of residency, staff may accept proof of residency note/letter from the person with whom the applicant lives, with the following conditions:
 - a. It is signed by person verifying residence
 - b. Applicant has an eligible proof of residency document (1-5, above) from the person with whom the applicant lives
 - c. Letter must be scanned and uploaded to the Family Page in the MIS
 7. Voter registration card
 8. Property tax receipt
 9. Homeless shelter documentation. Refer to [CS:35.0 Certification of Homeless and Those Living in Shelters and Institutions](#).
- B. If no written proof exists and the family’s residence does not have a designated address, the applicant must complete Section B of the Self-Declaration form (stock # E13-06-13567) or provide a description of location, e.g., “intersection of 4th and 5th street.” Staff must scan and upload Self-Declaration form to the Family Page of the MIS or enter the location in the notes section of the MIS.
- IV. 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

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Income (Homeless) (stock #E13-06-13567). Staff must scan and upload form to the Family Page in the MIS.

- V. Current participants and applicants who qualify for Disaster Expedited Certification because they are victims of disaster must complete the electronic WIC Self-Declaration Form for Disaster Victims in the MIS (refer to the *State of Texas WIC Program Disaster Plan*).