

<p style="text-align: center;"><b>Texas WIC Health and Human Services Commission</b></p>
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Effective July 1, 2021

Policy No. CS:35.0

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**Certification of Homeless and Those Living in Shelters and  
Institutions**

**Purpose**

To ensure the eligible homeless applicants have access to WIC services. WIC services must benefit the WIC participant and not the homeless facility, as required by federal regulation.

**Policy**

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

**Authority**

CFR 246.7

**Definitions**

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

Homeless individual means a woman, infant, or child who lacks a fixed and regular nighttime residence; or whose primary nighttime residence is:

- a supervised publicly or privately operated shelter (including a welfare hotel, a congregate shelter, or a shelter for victims of domestic violence) designated to provide temporary living accommodation
- an institution that provides a temporary residence for individuals intended to be institutionalized;
- a temporary accommodation in the residence of another individual not exceeding 365 days

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- a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings, including those residing in vehicles, parks, hallways, doorsteps, vacant buildings, etc.

Homeless facility means the following types of facilities which provide meal service:

- a supervised publicly or privately-operated shelter (including a welfare hotel or congregate shelter) designed to provide temporary living accommodations;
- a facility that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, nor normally used as, a regular sleeping accommodation for human beings.

Institution: any residential accommodation which provides meal service, except private residences and homeless facilities.

## **Procedures**

- I. Enrolling homeless persons or those living in shelters or institutions:
  - A. Identification - applicants must provide proof of identification with:
    1. acceptable proof as outlined in [CS:05.0 Identification of a WIC Applicant/Participant and Parent or Guardian](#), or
    2. if no proof of identification exists, by completing a WIC Self-Declaration Form for Identification, Residency, Zero-Income (Cash on Hand) and Proof of Income (Homeless) (stock # E-13-06-13567). Staff must scan and upload to the Participant Page in the MIS.
  - B. Residency – applicants must provide proof residency with:

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1. acceptable proof as outlined in [CS:06.0 Residency as a Certification Requirement](#), or
  2. signed statement from shelter verifying residency (see Section II for shelter documentation requirements), or
  3. if no proof exists, by completing a WIC Self-Declaration Form (stock # E-13-06-13567). Staff must scan and upload to the Family Page in the MIS.
- C. Income – Applicant must provide proof of income with:
1. acceptable proof, as outlined in [CS:07.0 Income Screening as a Certification Requirement](#), or
  2. if no proof exists, by completing the WIC Self-Declaration Form (stock # E-13-06-13567). Staff must scan and upload to the Family Page in the MIS.

## II. Shelter/Institution/Homeless Facility Documentation

- A. Evaluation – staff must evaluate whether the shelter meets the following conditions:
1. it does not accrue financial or in-kind benefit from the applicant's participation in WIC, and
  2. WIC foods must not be used in communal feedings, but are available exclusively to the WIC participant for whom they were issued; and
  3. it does not place constraints on the ability of the applicant to partake of the WIC food benefits and all associated WIC services.
- B. The LA must ensure that the shelter/institution/homeless facility meets the requirements above by:
1. having a signed letter of agreement from the facility, or
  2. contacting the facility to verify the information and document in the notes of the Family Page.
  3. Staff must scan and upload signed letter to the Family Page in the MIS.

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4. LA must annually contact each facility where current WIC Participants reside to verify that the required conditions are being met. Refer to [OR:01.0 Local Agency Outreach](#).
- C. The LA must inform participant who resides in the shelter/institution/homeless facility that:
1. WIC foods must be consumed only by the participants and not shared with other residents, and
  2. The facility cannot place restrictions on the participant's access to consumption of WIC foods or their ability to receive other WIC services.
- III. Proxies of participants residing in a shelter/homeless facility/institution may pick up and redeem food benefits in bulk for multiple participants residing in the facility. The LA must ensure that adult participants are allowed to participate in the process of picking up and transacting food instruments to the greatest extent possible, within the homeless facility/institutional framework, so that they are aware of the foods prescribed for them as well as the intended benefits of such foods.