

Purpose To outline requirements for identification of applicants/guardians, including forms of acceptable identification.

Who Must Present Identification Any person who is applying for the WIC program for themselves, for a minor or as an enrollment proxy for another person must present some form of identification at the initial certification visit and each subsequent visit.

Adult Identification Acceptable identification for adult applicants, emancipated minors, teens enrolling themselves, enrollment proxies or responsible parties applying for a minor are outlined below.

Preferred identification is a picture ID. Examples of preferred forms of identification include:

- driver's license
- student ID
- military ID
- state identification card
- passport with picture
- work ID with picture
- I-94
- Social Security card
- Medicaid card
- Notice of Action

In the event that no ID from the preferred list above exists and the client is unable to obtain one, other means of ID may be used. These include:

- Marriage License
- Pay Stub (issued within last 30 days)
- Voter Registration Card

All identification shown must be current (not expired).

Infant Identification Acceptable proof of identification for infants is outlined below.

Preferred identification:

- Birth Certificate
- Social Security Card
- Signed Infant Card

**Infant
Identification (cont.)**

- Souvenir Birth Certificate (signed & dated by hosp. staff)
- Custody Papers
- Paternity Papers
- Passport with picture
- Foster Care Papers
- I-94
- Medicaid card
- Notice of Action Document

In the event that no preferred ID exists and the client is unable to obtain one, other means of ID may be used. These include:

- Baptismal Certificate
 - Hospital Discharge papers (within last 30 days, signed & dated by hosp. staff)
 - Worksheet for Birth Certificate (signed & dated by hosp. staff)
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**Child Identification
(1 - 5 years of age)**

Acceptable proof of identification for children is outlined below.

Preferred identification:

- Birth Certificate
- Social Security Card
- I-94
- Military ID
- Souvenir Birth Certificate (signed & dated by hosp. staff)
- Custody Papers
- Paternity Papers
- Passport with picture
- Foster Care Papers
- Medicaid card
- Notice of Action Document

In the event that no preferred ID exists and the client is unable to obtain one, other means of ID may be used. These include:

- WIC Card signed by health provider (MD, RN, LPN, PA)
 - Baptismal Certificate
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**When No Proof
Of Identity is
Available**

If identification is not available at the time of application, determine why the applicant is unable to show identification.

- If the situation is one in which the applicant simply forgot or is waiting to obtain identification stop the certification and reschedule another appointment for a time when the applicant will be able to bring in the proof.
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**When No Proof
Of Identity is
Available (cont.)**

- If the situation is one in which the applicant is unable to provide identification (i.e. homeless, recent fire or other disaster, family is in crisis) have the applicant complete the No Proof box on the Signature form and continue with the certification.
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**Proof of
Identity at
Subsequent
Visits**

For check pick up and subsequent certification visits, the WIC Identification Folder with the responsible party's name will serve as proof of identity. The WIC Identification Folder will serve as ID for alternate shoppers who come to clinic to pick up checks.

In instances when the folder has been forgotten the following may be used as a means of identification:

- Staff recognition (must know person's name)
 - Driver's license
 - State identification card or
 - Other identification listed above
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**Documentation
Of Identification
Seen**

The type of identification shown to clinic staff is to be written in the certification box of the Signature Form. For more details refer to Section B, Page 2.
