



Missing - Proof Of Address

If client fails to bring proof of Address



Determine the reason,
client didn't bring a valid proof of physical address to the visit.

* PO BOX ONLY
* NO Street Address available
RURAL AREAS/SMALL TOWNS ONLY

* Forgot to bring
* Didn't bring
* Brought wrong thing

Residency is unknown from day to day such as in:

- theft, homeless, migrants, domestic violence victims;
- or in situations it is unsafe to provide address

Have applicant show place they live on a map or draw a map

Screen residency based on verbal information provided.
(Record address in computer. Must be a NE address to receive WIC.)

Complete a No Proof Box on the Signature Form

- **USED RARELY.**
- Complete in rare circumstances when client is physically not capable of bringing in proof
- Check the corresponding box indicating client is unable to provide proof of address
- Write in the reason no proof is available on the "Reason" line
- Have client initial the bottom line of the box

Do not use this box for clients who "forgot"

Document "map" on residency line of sig. form

Issue checks for only 1 mo.
No additional checks beyond that can be given until client brings written proof of address

Record the PO box in the mailing address field of computer

Give 30 day extension to bring in proof of address & document on signature form

Type "NONE" in street address field

If Client does NOT bring w/in 30 days **If Client BRINGS w/in 30 days**

Continue with cert & issue checks if eligible

Benefits are suspended – Grace period is over
No additional checks can be given until proof of address is brought in

Document proof of address seen on signature form & date

Continue with cert & issue checks if eligible.

Continue with cert & Issue checks if eligible

Note: A no proof fbox is good for one certification period. If needed for more than one cert. period, contact the State.