

## WHAT TO DO WHEN PROOF IS MISSING OR UNAVAILABLE

	30 Day Extension & 1 mo. of checks	Income Letter	No Proof – Box For Income, Identity, or Residence
<b>What is it?</b>	A One Time, (30 day grace period), provided to participants when they do not bring one or more pieces of information needed to assess & document eligibility at a certification visit.	Letter completed by the employer verifying income received by participant. The Income Letter is provided to applicants by WIC staff; to be completed within the next 30 days.	Box on signature form for documenting exceptions to the requirement to provide proof of ID, Residency, or Income.
<b>When is it used?</b>	Use when a participant has the information needed but: <ul style="list-style-type: none"> <li>- Forgot or didn't bring it</li> <li>- Brought the wrong thing</li> <li>- Brought incomplete or invalid information</li> <li>- Lost it &amp; can get a Replacement</li> <li>- Didn't bring it all (ie. household income)</li> </ul>	Use when participant does not receive a pay stub or other verification of income or is paid with cash.	<b>USED RARELY.</b> Used when the participant has absolutely no physical proof and is <i>unable</i> to obtain any physical proof of income, residency, or identity within the next 30 days. (Some examples might include circumstances such as theft, homeless, domestic violence, & victim of natural disaster impacting their ability to obtain some of the documentation needed to assess eligibility.)
<b>How long good for?</b>	30 days only	Current certification period	Current certification period
<b>Who completes?</b>	WIC Staff completing intake information document the 30 day extension	Employer or representative of employer who has knowledge of participant's income.	WIC staff completes for participant with information provided by participant; client initials.
<b>Additional instructions</b>	<b>30 Day Extension Given</b> – (red box on signature form) <ul style="list-style-type: none"> <li>- Complete the section on the signature form identifying the pieces of information you are waiting to receive</li> <li>- Highlight &amp; check mark the documentation missing</li> </ul>	<b>Nebraska WIC Program Income Letter</b> – <p>They must document the following:</p> <ul style="list-style-type: none"> <li>- Employer name &amp; contact information</li> <li>- Name of employee</li> <li>- Amount paid to employee listed &amp; how often paid</li> </ul> -Employer or representative signs & dates the form.	<b>No Proof – Box on Signature Form</b> <ul style="list-style-type: none"> <li>- Indicate what piece of missing information the no proof box is used for - ie. No proof of Income, residency, or identification.</li> <li>- Complete area explaining the <i>reason</i> no proof is available.</li> <li>- Client initials</li> </ul> <p style="text-align: center;"><b>DO NOT USE FOR “0” Income</b></p>