

# WIC WORDS



## Certification Update

November 13, 2007  
Topics Today:

- Residency requirements
- Acceptable proof of residency documents
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- Recording proof of residency
- Mailing address vs. street address
- Forgot or didn't bring proof of residency
- PO box & no street address
- No proof form

## Recording proof of residency

### Signature Form:

Staff should record the *type* of documentation shown for proof of residency on the certification form.

### Computer:

The physical address that is listed on their proof of residency document is recorded in the appropriate computer field. (Refer to section on mailing address vs. street address on next page.)



## Residency Requirements

- You must live in Nebraska to participate in the Nebraska WIC Program. Length of Nebraska residency is not a requirement. Applicants do not need to be U.S. citizens.
- All applicants must show written "proof" of Nebraska residency (ie. *physical street address where they routinely live or spend the night*). A post office box number is not sufficient. This written proof of current residency must be shown at the initial certification visit, each subsequent certification visit, and for transfers from another area or state.

## Acceptable Proof Of Residency documents



Some acceptable forms to prove residency that are *current* and include the applicant/responsible party's *full name and physical street address* could be:

- **Utility bill** within last 30 days
- **Rent or mortgage receipts** within last 30 days
- **Property tax statement or appraisal form** for current tax year
- **Residential lease** that is within current lease period
- **ADC check** for current month
- **Medicaid letter/card** for current month
- **Other postmarked mail** sent to responsible party including their name and address within the last 30 days; may mail yourself a letter or postcard
- **Foster care assignment letter**

### Special Situations you may also see:

- **Map** – applicant may show living location on a map or hand draw a map indicating place of residence. This may be necessary in rural areas or small towns where all mail is received at a PO box and applicant has no written proof of street address.
- **Address Confidentiality Program (ACP)** – The Nebraska WIC Program accepts ACP certification cards as "Proof of Address" for WIC enrollment. In this one exception, the PO box listed on the ACP card should be used as the mailing address. WIC local agencies should NOT require the participant to disclose his/her true address.
- **Domestic violence shelters / victims:** Due to safety reasons, we do not want victims in domestic violence shelters or in hiding to provide proof of residency. Complete a no proof form.

## NOT Acceptable Proof Of Residency documents



Documents that are not current, that are missing the applicant/RP's full name, or missing the physical street address cannot be used for proof of residency:

- Bulk printed mail sent to an address with no name on it
- Postmarked mail that is more than 30 days old
- Postmarked mail with only a name and PO box (but no address)
- Social Security card
- Immunization card
- Check book
- Driver's license
- Car registration
- Mail containing the name of someone other than the Responsible party/applicant
- Signed statement from someone else explaining your living situation



## Mailing Address vs. Street Address



- The *mailing address* is a required field that must be completed in case we need to contact the client by mail. This is the address where the client receives mail, so it *may or it may not* be where the client actually lives. For example, it might be a PO box. (It cannot be left blank or it will hotsheet.). If the mailing address listed is a PO box, then you must also list the physical street address in the Street Address field.
- The *Street Address* field should be completed if the mailing address is a PO box or is a different address than where they are living. Use the Street Address to record the physical address where the client is living, if not already recorded it in the mailing address.

## Forgot or Didn't Bring Proof of Residency



- If an applicant forgets to bring proof of residency, you may initially obtain the information verbally. Record the address they verbally tell you in the mailing address field. (It must be a Nebraska address.) Flag the chart that proof of this information is missing by highlighting the residency documentation section on the signature form.
- Provide a 30 day extension to bring in documentation of proof of residency.
- Issue checks for *only one month*, until client brings proof of address.
- If client brings proof of residency within 30 days, document proof seen on the signature form & date seen.
- If they don't bring in proof within 30 days, the grace period is over, and no additional checks should be given until proof is brought in.

## P.O. Box only

### - no written proof of street address?

People that live within  $\frac{1}{4}$  of a mile from small towns are forced to receive their mail at a PO box. Anyone that receives mails at a PO box in NE, will also have a physical street address. However, not all people will have a piece of paper with their name on it, that includes their physical street address. It may not be possible to provide written documentation including their name and physical street address if they do not own the property or pays the utilities. In these limited situations, we may accept the following as proof of residency:

- 1) Map - client may show location on a map or hand draw a map. It would be helpful for the clinic to have maps available to help with this process.
- 2) Postcard mailed to self - The Local Agency may offer to provide a stamped postcard to mailed to applicant/responsible party using both the PO box and the Street Address.

No proof forms should not be used in this situation. Be sure to reassess residency at each cert visit.

## No Proof Form

- A No Proof form may need to be used in rare cases where applicants are unable to provide proof of residency due to unavoidable circumstances.
- In situations, where residency *is unknown from day to day* such as victims of theft, fire, disaster, abuse, homelessness, etc., clients may be unable to provide proof of residency in Nebraska.
- In those rare cases, use the No Proof form to document the reason no proof of address is available. As part of the documentation requirement, the applicant must provide a written statement on this form explaining the situation. This form should *not* be completed for applicants that say they "forgot" to bring the required information.