

Proof Required at Certifications

Proof of ID, Address, and Income is required at all Certifications.
No checks can be issued without proof.

Proof of ID (Adult)

Bring 1 proof of ID for you: Must include your full name; not expired; original document only

- ⚡ Notice of Action – if listed as eligible participant
 - Photo ID – Drivers license, school, work, military
 - Social Security Card
 - Birth Certificate
 - Medicaid Card
 - Passport with picture
 - I-94 Card-Refugee
 - Marriage License
 - Voter Registration Card
 - Pay Stub (last 30 days)
 - WIC ID Folder – (re-certs only)



Staff recognition may be used for re-certifications when no other ID is available

📞 *WIC staff – phone call to the NMES when other proof is not available*



Proof of Address

Bring proof of Nebraska Address: postmarked or dated within the last 30 days; original, paper copy, or digital

For Women – mail with woman's name or spouse's name

For Child – mail with child's or legal guardian's name when they are an Authorized Representative (primary or additional)

- ⚡ Notice of Action (mailed/viewed on-line)
 - **Physical mail** – sent to your street address
 - **Physical mail** – showing your service address
 - **On-Line mail (showing service address)** Utility bill, cable bill, lease, property tax statement, appraisal form, mortgage receipts
 - **Map** – showing location for rural addresses that only use PO boxes and do not have any of the above proofs
 - **Migrant card/Migrant Health Card**

✉ *WIC staff - may offer to mail a postcard to their address which can be brought in for proof.*

Proof of ID (Infant or Child)

Bring 1 proof of ID for each child: Must include child's full name; not expired; original document only

- ⚡ Notice of Action
 - Birth Certificate
 - Medicaid Card
 - Social Security Card
 - Passport with picture
 - I-94 Card – Refugee
 - Worksheet Birth Certificate
 - WIC Infant Enrollment ID Card
 - Immunization record (NESIIS)
 - Baptismal Certificate
 - Hospital ID Bracelet (must include date of birth)
 - Medical discharge papers (must include date of birth)
 - WIC ID Folder (re-certs only)



Staff recognition may be used for re-certifications when no other ID is available

Foster Care or Custody Situations Bring:

- Foster care papers or assignment verifying placement
- Verbal verification of foster care placement from case manager or placement agency
- Custody or guardianship papers
- Signed & dated note from parent or guardian giving guardianship to another person; Signed/dated note from guardian stating parents have custody back
- Letter or verbal notice from caseworker that child has been returned to parent

📞 *WIC staff – phone call to the NMES automated phone line to verify adjunct eligibility serves as proof of ID for clients receiving those services when no other proof is available.*

QUICK TIP! Proof for Adjunctive Eligible Clients:

⚡ *The Notice of Action Form can be used to satisfy proof of ID, address, and adjunct income eligibility.* It works for those receiving ADC, SNAP, Medicaid, or 599 CHIP. Staff may view a current hard copy of the form or help the client pull it up on-line.



Proof of Family Income For Everyone In Household For past 30 days



original, paper copy, or digital image

The Notice of Action Form can be used to satisfy all 3 Proofs for Adjunctive Income Eligible Applicants.

Bring Income from all sources for all household members (past 30 days):

- Current pay stubs from your job
- Signed statement or income letter from employer
- Military LES – Leave & Earnings Statement
- Self-Employment Documents: W-2 Forms; most recent income tax statement; accounting records
- Social Security Benefits: award letter or bank statements
- Unemployment wages: benefit stub, bank statement, unemployment letter or notice
- Retirement, Pensions, Annuities, or Veteran’s payments
- Alimony or child support – award letter, copy of check received, divorce decree, bank statement
- Disability payments – including veteran’s disability payments
- Workers Compensation benefits
- General use trust, savings, inheritance money: Bank statements showing regular withdraws on trust or savings account for non – educational use
- Net Royalty Payments

WIC staff can offer to view the above on-line statements if hard copy is not available



Possible Exceptions are limited!



Situations where clients MAY be unable to provide proof

include:

- ❖ Domestic violence or abuse
- ❖ Homeless individuals
- ❖ Living in Shelters
- ❖ Migrant Families
- ❖ Disaster (tornado, fire, hurricane)
- ❖ Theft
- ❖ Paid in Cash
- ❖ Moved from another state or location in Nebraska
- ❖ **0 income**

Assess these possible exceptions on a case by case basis for ability to provide proof.

For no proof situations:

1. Select affidavit and the affidavit reason in Journey
2. Capture client signature
3. Print signed statement for client to complete explaining reason for no proof
4. Scan document into Journey

Reminder: if using the No Proof Affidavit:

The no proof affidavit may be used for one certification period without reassessment in these situations. The no proof option may be used more than once if the client’s circumstances have not changed. For use in consecutive certifications contact the State Clinic Services Coordinator.