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**Purpose** Describe and outline use of the Nebraska WIC Identification Folder

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**Use of ID Folder** After eligibility is determined, the WIC client is given a Nebraska WIC Identification Folder. This folder verifies the client's identity and eligibility for the Program at subsequent visits to the WIC clinic.

One folder is used for each family, that is, all eligible clients in a family are listed on one folder.

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**Completion of ID Folder** The I.D. portion of the check folder shall be completed as follows:

1. Record family I.D. number (see computer contractor's Users Manual for guidance on assigning family I.D. numbers).
2. List the first and last names of all WIC clients in the family. (More than one name may be written per line if necessary.)
3. Have the adult client or guardian(s) sign on the responsible party line. The guardian(s) should be the same person or persons named on the WIC Signature Form.
4. . Place a copy of the current Food Brochure in the folder.

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**Ordering ID Folders** Supplies of the WIC Identification Folder are available from the State WIC office. See the following page for a sample of the ID Folder.

WIC ID Folder Sample:



**PARTICIPANT IDENTIFICATION**

This is your WIC check and I.D. Folder. Please bring it with you to your WIC appointments and to the store to use your WIC checks.

Family ID Number \_\_\_\_\_

Participant Name \_\_\_\_\_ ID Number \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Only those persons listed below may pick up checks at the WIC clinic or use checks at the store for the participants listed above.

Responsible Party(ies) \_\_\_\_\_

\_\_\_\_\_

or Check Proxy(ies) (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

Clinic Name \_\_\_\_\_

WIC is an equal opportunity provider.

