

**Residency
Requirements**

An applicant to the Nebraska WIC Program must meet the following:

- Is currently residing within the borders of the State of Nebraska.
- Can show proof of their residency.
- Is currently an in-stream migrant farmworker working or seeking work in the state of Nebraska. For additional information on services for migrants, see Volume I, Section L.
- Does not have to be a U.S. citizen.

There is no “length of residency” requirement for participation in the WIC Program.

An applicant may participate in WIC at any agency or clinic they deem appropriate or convenient. Example: The applicant lives in one town with a clinic, but works, shops and sees the doctor in another town with a clinic. They prefer to attend the clinic in the community where they work and shop.

**Documentation
of Residency**

All applicants to the WIC Program must show documentation, “proof” of residency at the initial visit and each subsequent certification visit after that.

Documentation of residency which applicants may use at initial certification and first time transfers includes:

- Current utility bills
- Rent or mortgage receipts for lodging/housing
- Other mail sent to current address

Documentation of residency at voucher pickup is not required.

Documentation of residency which may be used by applicants at recertification includes:

- Current utility bills
- Rent or mortgage receipts
- Other mail sent to current address

**Documentation
of Residency
(cont.)**

Documentation of residency for clients transferring from another WIC agency within Nebraska or from outside Nebraska includes:

- Current utility bills
- Rent or mortgage receipts
- Other mail sent to current address

Note: VOC information does not prove residency.

**Applicants
Who Receive
All Mail at a
P.O. Box**

There will be applicants who only receive mail at a post office box number. For this situation the following is appropriate documentation:

- Rent or mortgage receipts
 - Completed No Proof Form
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**Documenting
Proof of
Residency in
Applicant's File**

The fact that proof of residency was seen by WIC staff must be documented on the WIC Signature Form for each applicant at each certification visit.

The type of proof provided, staff initials and date seen must all be completed in the appropriate area of the Signature Form. See Volume I, Section B of the procedure manual for more information regarding completion of the Signature Form.

The applicant's street and city address is to be recorded in the address fields of the computer screens for each person applying for WIC.

If the applicant meets the homeless definition and does not have a permanent residence, use a place where the individual may be found (i.e., shelter, friend's house).

**No Proof of
Residency – 30
Day Extension**

In some cases the applicant is unable to provide proof of residency at the certification visit. Examples would be: applicant forgot to bring the information and they live 40 miles away from clinic, which is held one time per month. Applicant had just moved and does not have any mail with the new address. A teenager is living with her parents and has no mail with her name on it.

For these cases a 30 day extension may be given. The client should be certified as usual and given one month's benefits.

The client must bring proof of residency to the next appointment. If they are unable to provide proof at the next appointment they would not receive checks until staff has seen proof of residency.

**No Proof of
Residency Due
To Unavoidable
Circumstances**

Applicants who are unable to provide proof of residency due to unavoidable circumstances are to complete a “No Proof” form which attests to their residency in the State of Nebraska.

Circumstances where this form may be used are:

- Victim of theft, fire or disaster
- Homeless individual
- Migrant
- Transfer with no permanent address
- Person(s) living with another family or parents

The form and instructions for completing are found as a separate procedure on pages 8a-c, of this section of the procedure manual.