**Purpose**: To provide guidance on determining residency eligibility and documentation needed.

**Residency Requirements**

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

- Currently residing within the borders of the State of Nebraska.
- Can show proof of their residency.
- Currently an in-stream migrant farmworker working or seeking work in 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. The item used as proof must contain the applicant’s name and address.

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

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

Documentation of residency at voucher pickup is not required.

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
- Notice of Action

**Note**: VOC information does not prove residency.
Applicants Who Receive All Mail at a P.O. Box

Applicants who live in rural areas or small towns where the post office requires the use of only a post office box number on all mail for it to be delivered may use the following as proof of residency:

- Rent or mortgage receipts
- Utility or cable bills with the physical address
- Property tax statements/receipts
- Completed Signed Statement with –
  - Directions to the home, or
  - A map drawn to show the location where they live

All other applicants who have their mail delivered to a post office box must show proof of the physical address where they live such as:

- Rent or mortgage receipts
- Utility or cable bills with the physical address
- Property tax statements/receipts

Documenting Proof of Residency in Applicant’s Record

The fact that proof of residency was seen by WIC staff must be documented in Journey for each applicant at each certification visit.

The applicant’s street and city address is to be recorded in the address panel of Journey 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 Due to Unavoidable Circumstances

For applicants who are unable to provide proof of residency due to unavoidable circumstances complete the Signed Statement and scan it into the applicant’s record.

Circumstances where the statement 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
- Persons who live in rural towns that only deliver mail to PO Boxes AND where the family pays none of their own utility bills

Completing the Signed Statement

All applicants who are unable to show proof of residency/address must complete the area show below that is marked in red. Those applicants who live in rural towns whose mail is required to be delivered to a PO Box must also complete the area of the Signed Statement outlined in purple in the sample below.

The client or responsible party may provide either written directions from the
Completing the Signed Statement (cont)

WIC clinic or other common location to their house or draw a map in place of written directions.

The Signed Statement must be retained in the applicant’s record.