



Procedure: Residency Eligibility & Documentation

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: A 2 a

Approval Date: 6/2015

Citation: 246.7 (c); (i); and (1)(2)

Revised Date: 7/2013

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 Proof of Residency Form 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
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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 Due to Unavoidable Circumstances

For applicants who are unable to provide proof of residency due to unavoidable circumstances complete the "No Proof" box on the Signature Form.

Circumstances where this box 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 in this section of the procedure manual.

Completing the Proof of Residency for P.O. Boxes Form

This form should be completed for all clients who live in small/rural towns where only PO Boxes are used by the Post Office to deliver mail and no other documentation of the physical address is available.

One form may be completed for a family and used for repeated certifications when the physical location where the family is living does not change.

The client or responsible party may provide either written directions from the WIC clinic or other common location to their house or draw a map in place of written directions.

The Proof of Residency Form for PO Box Addresses must be retained in the file.

**PROOF OF RESIDENCY FORM
FOR
APPLICANTS WITH P.O. BOX ADDRESS**

A WIC client must complete this form when giving a post office box address*:

Directions to House

Draw a Map

Client Signature: _____

Date: _____

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7/13