



**Procedure: No Proof of Residency, Income or Identification**

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: A 2 f

Approval Date: 11/18/2016

Citation: 246.7(d)(v); 246.7(i)(4) & (5) (i-iii)

Revised Date: 7/2016

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<b>Purpose</b>	To provide guidance on the process when a client does not have proof of income, residency, or identification.
<b>When to Use the Affidavit/No Proof Option</b>	<p>All applicants to the Nebraska WIC Program must show documentation, “proof”, of income, residency and identification to be eligible for the program.</p> <p>In certain situations the applicant may be unable to provide the documentation of one or more of the above listed items due to circumstances beyond their control. Examples would be victim of theft, fire or disaster, someone who recently moved, a homeless individual, or a member of a migrant farmworker family.</p>
<b>When Affidavit/No Proof Option Cannot Be Used</b>	<p>If a client “Forgot to Bring” or does not have the required documentation with them at the certification visit. They would be asked to return with the missing documentation later in the day or at another time.</p> <p>The certification would stop and NO benefits should be given until they return with the documentation. If they are unable to return with the proof on the same day the certification process must be started over from the beginning when they do return with proof. The Affidavit option should not be used.</p>
<b>Documentation of Affidavit/No Proof</b>	<p>When no proof of residency, ID or income is available due to one of the acceptable reasons each of the steps below must be completed.</p> <p><b>Step 1:</b> Print out the Signed Statement and have the authorized representative for the family complete the form for the missing proof. After the form is completed, scan it into the family’s Journey record. A sample of the Signed Statement can be found at the end of this procedure.</p> <p><b>Step 2:</b> The Affidavit option should be chosen from the appropriate drop down menu in Journey.</p> <p><b>Step 3:</b> The reason why proof was unavailable should be indicated using one of the choices from the drop down menu in Journey.</p>

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**Documentation of Affidavit/No Proof (cont.)**

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Homeless (\$/R/ID)
Employer Refusal (\$)
Homeless (\$/R/ID)
Landlord Refusal (R)
Natural Disaster (\$/R/ID)
Zero Income (\$)
Other (\$/R/ID)
Paid in Cash (\$)
Fire/Flood (\$/R/ID)
Transfer/VOC (R)
Domestic Abuse Shelter (\$/R/ID)

As shown in the list above each reason has an indicator to show which type of proof that option may be used for. \$ = Income; R = Residency/Address; ID = Identity.

*Proof Of Identity	Affidavit
*ID Affidavit Reason	Homeless (\$/R/ID)

**Step 4:** The signature of the authorized representative must be collected. The signature will be retained in the family’s record as part of the signature history.

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**Nebraska WIC Program - Signed Statement - No Proof**

Authorized Rep: Mommy D Dollar

Family ID# 23907

Identity:

I have no proof of Identity because

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Residency:

I have no proof of residency because

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Map for Authorized Situations:

Income:

I have no proof of income because

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Additional Information needed if zero income is reported:

How do you get food for your family? \_\_\_\_\_

My household has been without income since \_\_\_\_\_

I think I will have income starting \_\_\_\_\_

The information I provided above is correct.

\_\_\_\_\_  
Signature of Participant/Authorized Rep

\_\_\_\_\_  
Date