

**CONNECTICUT WIC PROGRAM
SELF DECLARATION FORM**

Explanation:	The purpose for this form is to document and justify the reason a WIC applicant cannot provide proof of his/her identity, residency, and/or family income. This form should not be used on a routine basis.
Form Heading:	Write the Payee's name, Family number, Participant Name, and Participant ID number
"I understand" Block:	Ask the applicant to read the "I understand" paragraph (or read the paragraph to the applicant if he/she is unable to read).
Completion of this form is for:	Circle the specific area(s) for which the applicant is unable to provide proof. (All 3 reasons may be circled)
Identity:	If this form is to document identity, have applicant fill in the identity line.
Residency:	If this form is to document residency, have applicant fill in address line.
Income:	If this form is to document income, have applicant fill in income line.
Reason for No Proof:	Applicant (or staff if applicant is unable to write) writes a detailed statement explaining why he/she is unable to provide proof.
Participant/Parent/ Signature provided:	Participant/Parent/Guardian signs and dates form on the line provided:
Approved/Not Approved:	The WIC coordinator or designee reviews the form and checks the "approved" or the "not approved" box.
For Income Only:	If income is being self-declared, the WIC Coordinator or designee must also indicate if additional documentation is needed or not needed the following month.
Staff Signature:	WIC coordinator or designee signs his/her name and title, and enters the date.

The Self Declaration Form should be maintained in the file under scanned Images in CT-WIC.