

**SECTION: Certification****SUBJECT: Identity Requirement**

---

**Federal Regulations** §246.7(c)(2)(i)

**POLICY**

Individuals who are being certified must be present and provide one of the following forms of documentation of their identity at the time of certification:

**For Women**

- Connecticut eWIC card (not for initial certification)
- Connecticut WIC certification/referral form with health care provider signature
- ConnectCard (Temporary Family Assistance, Supplemental Nutrition Assistance Program, and/or Medicaid)
- Notice of eligibility for TFA, SNAP, and Medicaid
- Health Plan Card
- Temporary Family Assistance photo ID
- Pay stub with applicant's name, no more than 60 days old
- State of Connecticut Driver's License (issued by DMV)
- State of Connecticut Non-Driver Photo ID (issued by DMV)
- State of Connecticut Learner's Permit (issued by DMV)
- Municipal ID
- Employee, School, Patient or Military ID
- Canceled letter addressed to applicant
- Passport
- Immigration or Refugee card
- Social Security Card
- W-2 form
- Unemployment benefit notification letter
- Unemployment check
- Tuition assistance document
- Birth Certificate
- Voter Registration Card
- Discharge Papers/ Visit Summary (Hard copy)
- Non-Connecticut Driver's License/ DMV Photo ID (Transfer)
- Non-Connecticut Photo ID (not Driver's License)

**For Infants/Children**

- Connecticut eWIC card (not for initial certification)
- Connecticut WIC certification/referral form with health care provider signature
- ConnectCard issued in child's name (Temporary Family Assistance, Supplemental Nutrition Assistance Program, and/or Medicaid)
- Notice of eligibility for Medicaid
- Health Plan Card issued in child's name
- Birth Certificate (long form or wallet size)

- Hospital birth Crib Card
- Immunization Record
- Discharge Papers/ Visit Summary (Hard copy)
- Passport
- Immigration or Refugee card
- Social Security card

In the CT-WIC Family Information Screen, document how identity was established.

An applicant with NO proof of identity, such as a victim of theft, loss, or disaster, a homeless individual, a migrant, or a person holding a verification of certification card (VOC), may sign a statement attesting to his/her own identity.

If the applicant presents without proof of identity, review the *Connecticut WIC Program Identity and Residency documentation form* and determine if acceptable documentation is available. If acceptable proof is available, reschedule a timely certification appointment.

### **Special Situations**

Photo identification is preferred and likely the most common proof of identity. The list above contains additional forms of identification deemed acceptable by the State WIC agency. When local agency staff have exhausted all options listed above, consideration can be given to using information from an electronic medical record (EMR) or patient portal (the participant's personal health record) to verify identity. This option should only be used when a barrier exists that prevents a participant from providing an acceptable proof of identification delineated above.

### **The local agency shall not certify or issue food benefits to applicants without proof of identity except for persons who meet the criteria below:**

If the applicant does not have documentation of identity at the time of the certification visit, determine the reason.

If the applicant is a victim of theft, loss or disaster, a homeless individual, a migrant or a person holding a verification of certification card, use the self-declaration form to document the reason and ask the applicant to sign and date the form.

This form is valid for 30 days. If the applicant/participant meets all other eligibility criteria, one month of benefits can be issued. Give the form to the Program Coordinator or designee for review. If approved, see below and provide applicant with a verification form and instructions for completion.

For applicants/participants who meet all other eligibility criteria at certification but have one of the above listed reasons for lacking proof of identity (theft, disaster, homeless) provide the verification form, review instruction for completion (request a reliable third party, such as a social service agency, church, legal aid society or an employer confirm the individual's identity) and advise the applicant/participant the completed verification form must be returned at next appointment to continue WIC benefits.

### **Benefit Issuance at Subsequent WIC Appointments:**

The Authorized Person and the Caretaker must present proof of identity in order for benefits to be issued at subsequent appointments. Request the eWIC card along with a photo ID. If a photo ID is

Updated 12-2019

not available, any of the other forms of Identification on the Certification list may be used. If the authorized person or caretaker has a photo ID, but does not have the e-WIC card; verification of the signature is acceptable. However, a new e-WIC card cannot be reissued to a Caretaker, the Authorized Person must be present. See Policy 200-23 and 400-04.