

**Indiana WIC Program  
Indiana State Department of Health**

**Residency Requirements**

**Policy**

At certification, the Local Agency shall verify the residency of each applicant.

**Authority**

7 CFR Part 246.2 (Homeless facility and homeless individual)

7 CFR Part 246.7 (c)(1)(i),(2)(i)

**Procedures**

- I. At each certification, the applicant shall present valid documentation (electronic or hard copy) showing current name and address. Acceptable documentation includes the following:
  - A. bank account statement
  - B. COP form (Consolidated Outreach Program)
  - C. pay stub
  - D. SSI check
  - E. vehicle registration
  - F. driver's license
  - G. Hoosier Healthwise/Medicaid award letter
  - H. Hoosier Healthwise/Medicaid printout
  - I. Housing Authority ID Card with address
  - J. lease/rental receipt
  - K. letter from landlord
  - L. letter from other resident in the household
  - M. letter from shelter/hotel/motel
  - N. mail, including bills (no personal letters or personal cards)
  - O. new infant birth record with address
  - P. SNAP award letter
  - Q. Social Security award letter
  - R. TANF award letter
  - S. Indiana ID
  
- II. Proof of residency shall be entered in the INWIC.

III. Applicants who possess but fail to bring proof of residency will be placed in a 30-day Short-cert. A P.O. Box is not proof of residency.

- A. The WIC staff must select "documentation not provided" as proof of residency.
- B. The applicant will be issued a written 30-day Benefit Notification that includes the applicant's right to a fair hearing.
  1. An applicant, not in an active certification, placed in a 30-day Short-cert during certification may choose to appeal the Short-cert. The applicant will not receive benefits past the end of the Short-cert while awaiting the hearing or the hearing officer's decision.
  2. The local agency Coordinator or other WIC representative must sign the 30-day Benefit Notification and note the clinic phone number.
  3. Scan the completed notification and give the original to the applicant or authorized representative. Scanned copies may be viewed from the communications screen in the INWIC.
- C. Instruct the applicant to return with proof of residency within 30 days. When the client returns **with** proof:
  1. within the 30-day short-cert period, update the missing information.
  2. beyond the 30-day short-cert period, but before the certification period end date, reinstate the terminated record and update the missing information.
- D. A second 30-day Short-cert is not allowed within the certification period. No Termination Notice or additional benefits will be issued to clients returning **without** proof beyond the initial 30-day period.

IV. The following applicant circumstances are an exemption to proof of residency and a No Proof form must be completed:

- victim of theft;
- victim of disaster;
- homeless individual; or
- migrant farm worker.

- A. The WIC staff must select "no proof" as proof of residency.

- B. The applicant must sign the No Proof eSignature when prompted. When the epad is inoperable a No Proof form must be completed, signed by the applicant and scanned into the client record.
  
- V. Applicants who do not meet the residency requirements (live outside Indiana) shall receive a Notice of Ineligibility.