

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

Identification

Policy

At each certification, the Local Agency, in order to determine eligibility, shall request and check the identification of each applicant. Identification of the client, Authorized Representative or proxy must be verified at subsequent certifications, second contacts, package changes and benefit issuance.

Authority

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

Procedures

- I. The following forms of ID will be accepted:
 - A. birth certificate;
 - B. driver's license;
 - C. Foster Child custody papers from CPS or the Juvenile Court;
 - D. Hoosier Healthwise/Medicaid Card, verification strip or on-line verification;
 - E. hospital records (e.g. crib card, hospital ID bracelet, discharge papers);
 - F. immigration records;
 - G. immunization records (paper or hard copy);
 - H. marriage license;
 - I. Military ID;
 - J. official State issued ID card;
 - K. passport;
 - L. school/employee ID card with picture;
 - M. Social Security Card;
 - N. Voter Registration card;
 - O. Indiana eWIC card at subsequent certifications; or
 - P. WIC ID folder.

- II. The following forms of ID will not be accepted:
 - A. student report card;
 - B. college transcripts;

- C. school health record;
- D. CHIRP record;
- E. ID cards that resemble state issued ID or any ID that advises to ask for other supporting documents; or
- F. Military discharge papers.

III. Proof of ID shall be entered into the INWIC.

IV. Applicants who possess but fail to bring proof of ID will be placed in a 30-day Short-cert.

- A. The WIC staff must select "documentation not provided" as proof of identity.
- 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 ID within 30 days. When the client returns **with** proof:
 - 1. within the 30-day short-cert period, update missing information.
 - 2. beyond the 30-day short-cert period, but before the certification period end date, reinstate the terminated record and update 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.

- V. Applicants who do not possess proof of ID due to one of the following:
- victim of theft;
 - victim of disaster;
 - homeless individual; or
 - migrant farm worker
- are exempt from proof of ID and may be certified for a full certification period.
- A. The WIC staff must select “no proof” as proof of identity.
- 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.