

## 2.04 Residency Requirements

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### **POLICY:**

A WIC applicant must reside within the boundaries of West Virginia in order to receive WIC Program benefits.

### **PROCEDURE:**

#### **A. Service to Applicants**

The Local Agency will serve applicants who reside in or choose to obtain WIC benefits in the geographical area for which it is contracted by the State Agency to provide WIC services.

1. Migrant and homeless persons will be considered as residents by their presence in the State.
2. The length of residency will not be a barrier to eligibility.

#### **B. Verification of Residency**

Verification of residency will be required of the applicant during each certification appointment.

1. The source of verification may include a Medicaid card, driver license, utility bill or other document bearing the payee name or the name of the person with whom they are residing and mailing and/or residential address.
2. The address and source of verification will be documented in the **STORC Demographics Screen**.

#### **C. Temporary Residence**

Residency for a student, military personnel, foster child or other temporary resident will be determined by the address at which the person resides while at the temporary location.

#### **D. Joint Custody**

Residency of a child whose parents are separated and share joint custody will be determined by the parents.

#### **E. Dual Participation**

WIC personnel will call the State Agency Help Desk **immediately** upon getting a “Dual Participation” STORC message to ensure that the problem is resolved correctly (**see Policy 1.11, Dual Participation**).

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### **F. Persons Affiliated with Institutions/Homeless Facilities**

Persons affiliated with institutions/homeless facilities are eligible to participant in the WIC Program when they meet Program eligibility criteria (see **Policy 2.18, Services to Persons Affiliated with Institutions & Homeless Facilities**).

### **G. Notification of Ineligibility**

Applicants who reside or choose to obtain benefits outside of the Local Agency geographical area for which it provides services will receive a STORC generated **Notice of Ineligibility** (see **Policy 2.09, Notification of Ineligibility**).

### **REFERENCES:**

1. WIC Regulations 246.7, Certification of Participants
2. FNS Instruction 803-1, Residency Requirement