

2.17 Verification of Participant Identification

POLICY:

The Local Agency will verify the identification of each applicant/participant during each certification and follow-up appointment, nutrition education/food benefit issuance appointment and when a participant requests a change or information to ensure that WIC Program benefits are provided to the correct individual.

PROCEDURE:

A. Required Identification

1. A WIC applicant is required to present identification during the initial WIC Program certification appointment.
2. An applicant with an infant or a child will also use this identification to verify that they are the child's caregiver.
3. Examples of identification may include but are not limited to:
 - < Birth Certificate, crib card from the hospital, baby's hospital id bracelet, Home Birth Certificate Worksheet, or custody papers for **infants**;
 - < Immunization record, birth certificate or custody papers for **children**; and
 - < Social security card, driver's license, birth certificate, marriage certificate, school identification, military identification, Mexican Matricular Consular ID card, or employment identification for **women**.

B. WIC Identification Folder

1. A payee/proxy will be instructed to present the WIC Identification Folder during each certification or follow-up appointment, nutrition education/food benefit issuance, during each participant contact between scheduled appointments and for food benefit redemption (**see Policy 3.11, WIC Identification Folder**).
2. When a payee reports that the WIC Identification Folder is lost, stolen or damaged, a new folder will be issued upon verification of identification.
3. When a payee/proxy does not bring the WIC Identification Folder to an appointment, services will not be denied when proper identification is presented.

C. Verbal Verification

The payee will provide verbal verification of identification, such as their social security number or child's birth date, when calling the WIC clinic to request a change or information.

REFERENCES:

1. WIC Regulations 246.7, Certification of Participants