

2.04 Residency Requirements

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 participant's or parent/guardian's 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 **Crossroads Family 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.

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E. Dual Participation

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

F. Persons Affiliated with Institutions/Homeless Facilities

Persons affiliated with institutions/homeless facilities are eligible to participate 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 **Crossroads generated Notice of Ineligibility** (see **Policy 2.09, Notification of Ineligibility**).

REFERENCES:

1. WIC Regulations 246.7, Certification of Participants