

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/eWIC 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, Medicaid Card, Social Security Card, or custody papers for **infants**;
 - < Immunization record, Birth Certificate, Social Security Card, Medicaid Card, or Custody papers for **children**; and
 - < Social Security Card, Driver's License, Birth Certificate, Marriage Certificate, Medicaid Card, school identification, military identification, Mexican Matricular Consular ID card, or employment identification for **women**.

B. eWIC Card Holder

1. A participant, parent/guardian or caretaker will be instructed to present the eWIC Card Holder during each certification or follow-up appointment, nutrition education/eWIC benefit issuance, during each participant contact between scheduled appointments and for eWIC benefit redemption (**see Policy 3.11, eWIC Card Holder**).
2. When a participant, parent/guardian or caretaker reports that the eWIC Card Holder is lost, stolen or damaged, a new card holder will be issued upon verification of identification.
3. When a participant, parent/guardian or caretaker does not bring the eWIC Card Holder to an appointment, proper identification must be presented in order for

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services to be provided. Failure to present proper identification will result in the rescheduling of the appointment.

C. Verbal Verification

The participant, parent/guardian or caretaker 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