

**Residency Requirements****Policy No. CT- 800.02**

Effective Date: October 1, 2016

No. of Pages: 2

**Policy**

Local agencies (LAs) must verify each applicant/participant is a Georgia resident at each certification prior to providing WIC services in a way that does not constitute a barrier to any individual, including an individual who is mobile (e.g. homeless individual, applicants living at a campsite or in a car, military personnel or migrant). LA staff must ask the participant to state their address at each recertification to ensure residency has not changed. LAs must obtain a verification of residency anytime a change of residency or custody occurs. Residency must be verified at the receiving clinic at the time of a transfer. Vacations may not be considered for residency.

LA cannot require length of residency, fixed residence, or a mailing address for an applicant to receive services.

Proof must be in the applicant's or spouse's name. Children are considered residents of the state in which their parent/caretaker resides. Proof of residency for children can be in their parent/caretaker's name.

Applicants may apply for and receive WIC benefits in the county in which he/she resides or at any clinic of their choice within the state of Georgia.

**Purpose**

To provide program integrity, ensuring that those applying for WIC benefits from the Georgia WIC Program reside within the State of Georgia.

**Procedures**

- I. Local Agency will verify proof of residency by reviewing one of the following:
  - A. The physical copy presented on site by the applicant/participant.
  - B. A document uploaded by the applicant or another program in Georgia Gateway.
- II. Complete the [Proof of Residency Form for Applicants](#) for applicant/participant(s) who has a PO box.
- III. File the completed Proof of Residency Form for Applicants in the participants record
- IV. Continue to use the current Proof of Residency Form for Applicants if there is no change in the PO Box and the physical address is still the same.

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- V. Request new proof of residency when informed of a residency change during the categorically eligibility period.
- VI. Refer to [Identification, Residency and Income Reporting Codes](#) for a list of Gateway Codes
- VII. Ensure billing statements provided by applicant/participant (including utility bill, etc.) are within the past 30 days for proof of residency.
- VIII. Require applicant/participant who is unable to provide proof of residency to complete the [Client Statement Form](#). File the completed form in the participant's record or scan it into Georgia Gateway.
- IX. Allow military personnel to use their temporary duty station where the WIC participant lives as their residence for WIC purposes, even though they vote and pay taxes in another state.
- X. Accept a copy of a bill with the parent, guardian, or other person's name for a minor prenatal, breastfeeding, or postpartum applicant who resides with his/her parent(s), guardian(s), other relative(s), or with someone that is not related to them as proof of residency. Require applicant/participant to complete a [Verification of Residency and/or Income Form](#) and file or scan the form into the participant's WIC record.

**Authority**

7 CFR § 246.2 (definitions)

7 CFR § 246.7 (c)(1)(i) and (c)(2)(i)

**Definition/Supporting Information**

**Migrant Farmworkers** – Individuals and their family members whose principal employment (over 50 percent) is in agriculture on a seasonal basis, who have been employed within the last 24 months, and who have established a temporary residence for the purpose of such employment.

Examples of employment in agriculture include: field worker, cannery worker, packing shed worker, farm equipment operator, harvester, logger, timber worker, log hauler (e.g., timber, crops).

**Residency**-The location or address where an applicant routinely lives or spends the night.