

**Identity Requirements****Policy No. CT- 800.05**

Effective Date: October 1, 2016

No. of Pages: 2

**Policy**

Local agencies (LA) shall require each applicant/participant to provide acceptable proof of identity at the initial certification (See Policy No. [CT-800.12 Designation of Alternate Proxy](#), and [CT-800.15 Guardianship](#)). Additionally, the LA must also check the identity of participants, or in the case of infants or children, the identity of the parent, caretaker, alternate proxy when issuing food benefits, cash-value benefits (CVB) or food instruments. If a person other than the original documented person presents at a subsequent appointment (recertification, food benefit issuance (BI), food package change, or nutrition education), identification (ID) must be requested.

Gateway electronic identification is an acceptable as proof of participant identification. Accept identity verified by interface in Georgia Gateway from Georgia Department of Drivers Services (DDS), Federal Data Services Hub (FDSH), State Online Query (SOLQ), Vital Records (GAVRS), and State Verification and Exchange System (SVES). These verifications do not require physical documentation.

For an infant's (up to age three (3) months) initial certification, the LA may accept a birth document, confirmation of birth document, crib card, or hospital bracelet (mom and baby) as verification of identity.

Identity must be verified by the receiving clinic at the time of a transfer. A thirty-day temporary certification can be used if identification is not available during the appointment.

Identification verification is required when a different caretaker/caregiver not documented as Head of Household (HOH) or Alternate Proxy brings a child to any subsequent appointment whose identity has not previously been documented in the "GA-WIC" system.

**Purpose**

To ensure that program benefits are issued to approved individuals.

**Procedures**

- I. Request a photo ID at initial certification.
- II. Upload a copy of the applicant/participant identification verified into Georgia Gateway or GA-WIC when ID is not already captured.
- III. Verify a foster child's identity using their recent information in Georgia Gateway.
- IV. Reference [Identification, Residency, and Income Code Reporting Chart](#) for allowed types of ID.
- V. Only accept a birth document, crib card, or hospital bracelet up to three (3) months of age and label proofs as hospital records in the "GA-WIC" system.
- VI. Request verification of infants over three (3) months old, a non-birth document for certification or transfer. For example, a birth certificate, Social Security Card, etc.

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**Authority**

7 CFR § 246.7(c)(2)(i)

**Definitions/Supporting Information**

**Alternate-Proxy:** A person who acts on behalf of the participant or parent/guardian/caretaker of a participant to pick-up and/or redeem food benefits, and attend subsequent certifications, mid/half-certifications, or nutrition education visits on behalf of the participant.

**Cash-value benefits (CVB)-** “A fixed dollar amount electronic benefit transfer (EBT or eWIC) card used by a WIC customer to purchase authorized fruits and vegetables”.

**Food Instrument-** A voucher, check, electronic benefits transfer card (EBT), coupon or other document which is used by a participant to obtain supplemental foods allowed under the WIC program”.

**Head of Household-** An adult participant, or a non-participating parent/guardian/caretaker of an infant or child. Head of Household to receive food benefits for all household members.

**Identification:** A valid ID, such as a Driver’s License, Birth Certificate, and Immunization record used to establish a person’s identity etc. See [Identification, Residency, and Income Code Reporting Chart](#)

**Proofs:** Reasonable documentation of personal identity, income and current residency as approved by the state WIC program.

**Revisions**

Month & Year	Reasons for Revision	Summary
February 2022	eWIC Implementation	Incorporated language to be in alignment with eWIC terminology, remote services & process