

**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 and each parent/caretaker/alternate-proxy for infants/children to provide proof of identity at the initial certification. If a person other than the original documented person presents at a subsequent appointment (recertification, voucher pickup, food package change, or nutrition education), identification (ID) must be requested and documented.

LA may accept the WIC Identification Card as proof of identity (ID) for participants/parents/guardians and alternate-proxy at recertification and all other WIC related appointments, if the same individual is present and they have signed the WIC ID folder. For an infant's initial certification, the LA may accept a birth document, confirmation of birth document, crib card, or hospital bracelet (mom and baby), up to age three (3) months only.

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

Identification verification is required when a different parent/caretaker brings a child to any subsequent appointment whose identity has not previously been documented.

**Purpose**

To ensure that program benefits are issued to approved individuals.

**Procedures**

- I. Upload a copy of the identification verified into Georgia Gateway.
- II. Request a photo ID at initial certification as the optimal form of ID.
- 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, confirmation of birth, or hospital bracelet (mom and baby) up to three (3) months of age. Label documents as hospital records
- VI. Request of Infants over three (3) months old, a non-birth document for certification or transfer. For example, a birth certificate, Social Security Card, etc.
- VII. Identification is not needed for names listed on the WIC ID folder for voucher pickup. If the person's name is not on the WIC ID folder, the person must present appropriate photo ID.

Example: Mom certifies child and we copy her ID. She puts dad on the account as other caregiver and he signs the WIC folder at home but we don't have a copy of his ID on file. When he returns, do we need to see the WIC folder and ID or is just the WIC folder sufficient? If his name is on the WIC ID card, he does not have to present ID for voucher pickup but need to present ID for certification.

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**Authority**

7 CFR § 246.7(c)(2)(i)

**Definitions/Supporting Information**

**Identification:** A valid ID, such as a Driver's License, Birth Certificate, and Immunization record used to establish a person's identity.

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