

**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, crib card, or hospital bracelet (mom and baby).

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. Label documents as hospital records
- VI. Only accept a birth document, crib card, or hospital bracelet up to three (3) months of age.
- VII. 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.

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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.