

# Core WIC Training

Income, ID and Residency



Questions? Contact us:

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# CORE WIC TRAINING - WIC INCOME ELIGIBILITY



7/1/2018

Clinic staff training for determining WIC income eligibility and proof requirements.

By the end of this training staff will have:

- Reviewed program rules for income eligibility and documentation requirements for income, identification and residency.
- Explored and discussed key income assessment policies and forms.
- Practiced documenting information in Client Services.

# Core WIC Training - WIC Income Eligibility

CLINIC STAFF TRAINING FOR DETERMINING WIC INCOME ELIGIBILITY AND PROOF REQUIREMENTS.

- References:**
- 7 CFR, 246.7 – WIC Federal Regulations
  - Washington State WIC Nutrition Program Policy and Procedure Manual: [Volume 1, Chapter 6 – Income](#)
  - Washington State WIC Nutrition Program Policy and Procedure Manual: [Volume 1, Chapter 3 – Application and Processing Standards](#)
  - Washington State WIC Nutrition Program Policy and Procedure Manual: [Volume 1, Chapter 18 – Certification](#)

## Assess for the 4 Eligibility Criteria

A person must meet these **four requirements to be on WIC:**

### 1. Category:

- Woman (PG, BF, PP)
- Infant (birth to 1 year of age)
- Child (1 – 5 years of age)

### 2. Geography/Residency:

- The person must live in Washington

### 3. Income:

- Meet WIC’s income eligibility guidelines, or
- Be on a program that makes him or her income eligible

### 4. Nutrition need or nutrition risk:

- Have a qualifying nutrition risk or nutrition need



**Assess for the eligibility criteria** and see proof of income, ID and residency at these times:

<p>1. <b>When the person first applies for WIC.</b></p> <ul style="list-style-type: none"> <li>• New Certification</li> <li>• Presume Eligible</li> <li>• Enroll Infant</li> </ul> <p>2. <b>When the eligibility period is over.</b></p> <ul style="list-style-type: none"> <li>• Recertification</li> </ul>	<p><b>The Separation of Duties requirement applies to New Certifications and Recertifications:</b></p> <ul style="list-style-type: none"> <li>• 1 staff person must assess and document income</li> <li>• Another staff person must assess nutrition risk</li> <li>• Either person can issue WIC checks</li> </ul> <p><b>Note:</b> The requirement doesn’t apply to the Presume Eligible and Enroll Infant appointments</p>
<p>3. <b>When there are changes</b> that affect eligibility.</p> <p>This includes changes in:</p> <ul style="list-style-type: none"> <li>• Income</li> <li>• Household size</li> <li>• Eligibility for a program that makes the person income eligible for WIC</li> </ul>	<ul style="list-style-type: none"> <li>• Staff assess if the change affects eligibility, even when the change happens in the middle of a current eligibility period</li> <li>• Assess the entire household if one member becomes ineligible</li> <li>• Clients must report changes to WIC right away                             <ul style="list-style-type: none"> <li>✓ The <a href="#">Rights and Responsibilities (R &amp; R) form</a> let’s clients know about this requirement</li> <li>✓ Staff don’t have to ask if there are changes at each visit, but act on it when the client reports a change</li> </ul> </li> </ul>

There are two factors in assessing WIC income eligibility:

**Household size:** This includes all members of the “economic unit”

**Income:** The household’s total income

OR

Current eligibility for an income qualifying program



Household size:

- Knowing **who** to count in the household tells you **what** income to count.
- Defining the household also helps staff assess if there’s a household member on an income-qualifying program who makes the whole household income eligible for WIC.

### Exploring the federal definition of household

1. Please read the following federal definition of household.
2. What does this definition mean to you?
3. How can you assess for the economic unit in the clinic?

**Write your thoughts below.**

**Federal Definition of Family or Household:**

A group of related or non-related individuals who are living together as one economic unit, except that residents of a homeless facility or an institution shall not be considered as members of a single family.

**Special Household Situations:**

<b>Pregnant Women</b>	<b>Count the unborn baby(ies) as a part of the household</b> unless the woman asks you not to because of cultural, religious or personal reasons.
<b>Military</b>	<b>Count deployed military personnel in the household</b> , even when they are gone for long periods of time.
<b>Child in joint custody</b>	<ol style="list-style-type: none"> <li><b>Count a child in the household where he or she lives most of the time</b> and only that household may apply for WIC for the child.</li> <li><b>Count a child in both households</b> if the parents share custody <b>50/50</b>, but only one household can apply for WIC for the child.</li> </ol>
<b>Foster child</b>	<p><b>Count a foster child as a household of one.</b></p> <ul style="list-style-type: none"> <li>Federal rules require WIC to count the foster child as a separate household. This makes sure the foster child is income eligible, but doesn't make other household members adjunctively eligible.</li> <li>The foster child maintenance grant is the child's household income.</li> </ul>
<b>Adopted child</b>	<b>Count the child with the adoptive family.</b>
<b>Children who are temporarily living with others</b>	<p>There are three options when children temporarily live with others. Example: deployed military parent(s) leave their child(ren) in someone's care.</p> <ol style="list-style-type: none"> <li><b>Count the absent parent(s) and the child(ren) as one economic unit.</b> Staff must be able to determine the income of the unit and see the proof.</li> <li><b>Count the child(ren) as a separate economic unit.</b> There must be a source of income (parent support, etc.) adequate to support the child(ren). Use another option if an adequate amount isn't received.</li> <li><b>Count the child(ren) as part of the household/economic unit where they are living.</b> Base WIC income eligibility on the total number in that household and the total household income, including money received for the care of the child(ren).</li> </ol>
<b>Unmarried couple living together</b>	<b>Count as one economic unit</b> and include all income.
<b>Pregnant teen living with others</b>	<p><b>Assess the degree of economic independence and determine the household size from that information.</b></p> <ul style="list-style-type: none"> <li>If she is economically independent she is a separate household.</li> <li>If she is dependent on the household for her support, count her in the household (and all of the household's income).</li> </ul> <p><b>Note:</b> If the woman is on Medicaid, she's income eligible.</p>
<b>More than one household living under one roof</b>	<b>Assess the degree of economic independence and determine household size.</b> See the next page for suggested questions to get more information.

## Separate Households Under One Roof:

When people live together they usually share resources and financial support which makes the group one economic unit.

- **Start** by counting all the people living under one roof in the **same household**.
- **Ask questions** to determine if there are separate households, or separate economic units.
- In order to count a household separately, the household must:
  - **Have a source of income.**
  - **Keep finances separate.**
  - **Contribute a sufficient amount** for their household size.

**Questions to Ask to Determine if a Separate Household Exists:** Use all the information you gather to determine the person's economic unit.

1. Do you have a **source of income**?
  - Sources of income can include work, savings, or money from a friend or family member.
2. **How much** is your total income before taxes?
  - Assess if the income is sufficient to support the household. If it isn't, assess if there are other sources of income, or if the person is part of another economic unit.
    - State guidance for adequacy is \$500/month per person. This is a benchmark, **not a requirement**.
    - Staff must count a person in the household that directly supports his or her living expenses.
    - Staff can't use in kind benefits, like providing child care or house cleaning, to determine a separate economic unit.
  - There will still be cases of zero income, but the incidence should be low.
3. Do you keep your **money or finances separate**?
  - Separate bank accounts show a separation of finances and can help determine if there are separate economic units.
4. How much **do you pay (contribute) for household expenses** (rent, utilities, food) or **other living expenses like clothes, transportation**?
  - Paying a share of household expenses or buying your own food are indicators of a separate economic unit.
  - Paying for clothing and transportation are additional keys to determining economic independence.

## Income Eligibility Scenarios - Household size

Review the case studies and determine the number in household for each scenario.

### 1. Marsha and George Washington

Marsha Washington has a 4 year old son, George, who's on WIC. She called to let you know she's pregnant and to see if she's eligible for WIC too. George has a recertification appointment later today and she wondered if you can see her today also. Your schedule is really open.

Marsha is pregnant and lives with her husband, John, and son George.

How many people are in the Washington household?

### 2. Julia Anderson

Julia just found out she's pregnant and her doctor referred her to WIC. She stopped by the clinic after her appointment see if she's eligible. You have time to do a Presume Eligible (PE) appointment for her. Julia and her 6 year old daughter recently moved in with her sister and niece after Julia and her boyfriend broke up. She isn't working and has no income and no other financial support. She isn't on any WIC income-qualifying programs. She baby-sits, cooks and cleans the house for her sister in exchange for food and rent.

What is Julia's household size?

### 3. Allora Jazmine and her baby Yanthi

Allora is on WIC as a pregnant woman. She had her baby last week and is coming in today to enroll her baby. She and her boyfriend, Alex, live together and are planning to get married soon. They don't have any other children.

What is Allora's household size?

### 4. Esteban Pennington

Esteban's dad is in the military and has been stationed in Iraq for about 18 months. Esteban, his mom and 2 siblings live here in Washington. The family also has 1 foster child named Xaviar Williams.

How many people are in the Pennington household?

Is Xaviar included in the Pennington household number?

Check the [Household Size – ANSWERS](#) in the Appendix.

## WIC Income Eligibility

There are **3 ways** a person can be income eligible for WIC:

<p><b>1. Income-based eligibility</b></p>	<p>Household income meets WIC's income eligibility guidelines.</p> <ul style="list-style-type: none"> <li>• WIC's income eligibility guidelines are <math>\leq</math> 185% of the Federal Poverty Level (FPL).</li> </ul> <p>Washington WIC updates to the new guidelines around April 1<sup>st</sup> each year.</p>
<p><b>2. Adjunctive eligibility</b></p>	<p>The <u>client</u> is on one of these income-qualifying programs:</p> <ul style="list-style-type: none"> <li>• <b>Medicaid - Title 19</b> program.</li> <li>• <b>State-funded or Federal non-Title 19</b> medical assistance program <u>with income guidelines the same or less than WIC's</u>.</li> <li>• <b>TANF</b> - Temporary Assistance to Needy Families.</li> <li>• <b>Basic Food Program</b> – also known as food stamps and SNAP (Supplemental Nutrition Assistance Program).</li> <li>• <b>FDPIR</b> - Food Distribution Program on Indian Reservations.</li> </ul>
<p><b>3. Adjunctive eligibility due to a household member</b></p>	<p>The client has one of the following <u>household members</u> on an income-qualifying program:</p> <ul style="list-style-type: none"> <li>• A <b>pregnant woman</b> or <b>infant</b> in their household who is on a <b>Medicaid Title 19 program</b>.</li> <li>• Household receives TANF, Basic Food Program or FDPIR.</li> </ul>

Which method of income eligibility do you think is used most often in Washington WIC?

([Washington WIC's income eligibility statistics](#) are in the Appendix.)

**A few overarching policies about WIC's income assessment:**

1. **We can't require a person to have adjunctive eligibility or delay assessing income** waiting for adjunctive eligibility.
  - If a person applied for ProviderOne and hasn't heard if they're eligible yet, or if staff get a negative ProviderOne search result, ask about other adjunctive eligibility - TANF, SNAP, or FDPIR.
  - If the person doesn't have any adjunctive eligibility, do an income-based assessment.
2. Use **Medicaid Title 19 adjunctive eligibility** for household members as follows:

Pregnant:

- You **can** use a woman's Medicaid Title 19 eligibility to make household members adjunctively eligible while in the Pregnant category.
  - This includes when you enroll the infant as long as the woman is still in the PG category.
- You **can't** use a woman's Medicaid Title 19 eligibility for household member adjunctive eligibility **when her category changes to breastfeeding or postpartum**.
  - When you recertify from Pregnant to **Breastfeeding or Postpartum**, re-assess household members' eligibility.
  - Check for baby's P1 number, other adjunctive eligibility, or do an income-based assessment.

Infants:

- You **can** use the infant's Medicaid Title 19 eligibility to make household members adjunctively eligible while the infant is under 1 year of age (Infant category).
- You **can't** use an infant's Medicaid Title 19 eligibility for household members when the **infant changes to the child category**.
  - When you recertify the **infant to child** re-assess other household members for other types of adjunctive eligibility or do an income-based assessment.

3. **Ask about and document the household's income for all clients**, even when adjunctively eligible.
4. See and document the proof that **MATCHES** the way you determined the client's income eligibility.

**Adjunctive eligibility:**

- Current **proof of the income-qualifying program** (Positive ProviderOne Search Result, TANF Award Letter, etc.)
- Document self-reported income

**Income-based assessment:**

- **Proof of income** (paystubs, bank statements, etc.)
- **Document the income from the proof shown**

## WIC's Definition of Income

### Current or Annual income

WIC regulations say to **use current income**

unless

**annual income** from the past 12 months is **more reflective** of the household's income.

**Current Income** = the household's income received in the past 30 days.

- We use current income **most often** to determine eligibility.
- The person must **show proof of income from the past 30 days** (for income-based assessment).

**Annual Income** = income from the past 12 months. (Also called income averaging)

- Use when:
  - Income **fluctuates**
  - There's been a **recent raise** or increase
  - There's been a **bonus** or **lump sum** payment
- The person **must show proof of income for the past 12 months** (for income-based assessment).

### Gross or Net Income

**Gross Income** = income before any deductions for income taxes, social security, etc.

- **We use gross income to determine income eligibility for most clients.**
- **WIC rules don't allow us to reduce gross income for any reason** including financial hardship, medical bills, child support, or garnishment.

**Net Income** = the income after subtracting business expenses or losses from the gross income.

Use for:

- Farmers
- Self-employed persons
- Net rental income

## WIC's Definition of Income

### What counts and doesn't count as income for WIC?

- These are the most common types of income we see in WIC.
- **For the complete list of what counts and doesn't count for WIC see [Volume 1, Chapter 6 – Income](#).**

### WIC includes the following income:

1. Wages, salaries, commissions, bonuses and fees (includes overtime pay).
2. Disability payments including L & I payments.
3. Social security benefits.
4. Supplemental Security Income (SSI).
5. Cash payments from public assistance programs.
6. Unemployment benefits.
7. Veteran payments.
8. Alimony (spousal support, spousal maintenance) or child support payments.
9. Regular contributions from persons not living in the household.
10. Cash amounts received or withdrawn from savings, investments, and trust fund accounts.
11. Net income from farming or self-employment (includes net rental income).
12. Lump sum payments that represent new income such as gifts, inheritance, lottery winnings, Native American per capita payments (for example casino revenues), workman's compensation for lost income and severance pay.
13. Student grants and scholarships, except those listed as exclusions (see #1 on the next page).
14. Veteran's Education Program (VEP) also known as the GI Bill – one time rural benefit payment.
15. Military:
  - Base pay
  - Uniform allowance
  - food (Basic Allowance for Subsistence – BAS)
  - Special pays such as hazardous duty and re-enlistment bonuses
  - Continental United States Cost of Living Allowance (CONUS COLA).



**WIC doesn't include the following income:**

1. **Any** income from the following grants, scholarships and loans:
  - Pell Grant
  - Supplemental Educational Opportunity Grant
  - State Student Incentive Grants
  - National Direct Student Loan
  - PLUS
  - College Work Study
  - Byrd Honor Scholarships
2. Veteran's Education Program (VEP) or GI Bill - Don't count the following:
  - Deductions taken from military personnel's pay to fund the VEP or GI Bill
  - Tuition and fees paid directly to the school.
  - Post 9-11 GI Bill housing allowance.
3. In-kind housing or other in-kind benefits.
4. Child care payments from federal/state programs.
5. Loans from banks or other sources (line of credit).
6. Lump sum payments that represent reimbursements including those received from insurance companies for loss or damage of property and payments of medical bills.
7. Tax refunds including the Earned Income Credit (EIC), a tax credit for families who work and have children.
8. Job Training Partnership payments.
9. Native American Settlement payments. The most common in Washington include payments to the Yakama Indian Nation, see [Chapter 6 - Income](#) for the complete list.
10. Military – Don't count the following:
  - Housing allowance
  - Overseas Continental United States Cost of Living Allowance (OCONUS COLA)
  - Combat-related pay.

Combat-related pay is excluded when:

- 1) It's received in addition to the person's basic pay,
- 2) It's received as a result of being deployed to a designated combat zone and
- 3) It wasn't received before being deployed to a combat zone.

May include: combat pay, hazardous duty pay, imminent danger pay, hostile fire pay, etc.

## Income Eligibility Scenarios – Type of Eligibility and Household Income

1. Review the case studies and determine the type of income eligibility assessment.
2. Determine each household's income.

### 1. Marsha and George Washington

Marsha just found out she's pregnant and applied for medical assistance (ProviderOne). She said she's eligible, but she hasn't gotten her notification letter or P1 card yet. She hopes the P1 card will arrive in today's mail before she comes in for George's recertification appointment.

#### Type of eligibility assessment:

Marsha's on the phone when she shares the information above. What type of income eligibility assessment would you do over the phone during the Prescreen since she doesn't have a P1 number or the notification letter?

- Income-based       Adjunctive       Adjunctive due to a household member

What type of income eligibility assessment will you do if she receives her P1 card before she comes in today and it shows a positive result at the Certification appointment?

- Income-based       Adjunctive       Adjunctive due to a household member

#### Income Information:

Marsha works full-time. Her husband, John, goes to school and works part-time. John also gets \$5,000 a year in State Student Incentive Grants.

Which income amounts are counted for WIC's income assessment?

- Marsha works full-time and gets paid \$452 every week.  
 John works part-time and makes \$325 twice a month.  
 John's \$5,000 in State Student Incentive Grants.

### 2. Julia Anderson

#### Type of eligibility assessment:

Julia isn't on any WIC income-qualifying programs. She is supported by her sister. What type of income eligibility assessment will you do for Julia at the PE appointment?

- Income-based       Adjunctive       Adjunctive due to a household member

#### Income Information:

Julia has zero income. Her sister's income is \$3,500 per month.

Which income should be used for **Julia's** income assessment?

- Zero income.  
 Julia's sister's income of \$3,500 per month.

**Continue scenarios  
on next page.**



### 3. Allora and Yanthi Jazmine

#### Type of eligibility assessment:

Allora still has medical coverage with her job and doesn't want to apply for medical assistance. She has SNAP benefits for herself and her infant, Yanthi. She has the notification letter with her and Yanthi's names and current eligibility dates.

What type of income eligibility will you use for Yanthi's when you enroll her?

- Income-based       Adjunctive       Adjunctive due to a household member

#### Income Information:

Allora worked until the baby was born. She currently gets unemployment benefits. Allora's boyfriend Alex works. He also bought a rental house and has done a lot of work on it.

Based on the household size you determined earlier, what income counts for Allora's WIC assessment?

- Allora gets \$250 in unemployment benefits every week.  
 Her boyfriend works full-time and gets paid \$1,804.80 every month.  
 Alex made a total of \$4,804.60 from rent on the rental property.  
 Alex's net income from the rental property last year was \$478.93 after expenses.

### 4. Esteban Pennington

#### Type of eligibility assessment:

The Pennington's don't receive any benefits from a WIC income-qualifying program for themselves, but Xavier receives medical assistance through ProviderOne. What type of income eligibility assessment do you need to do for Esteban at his recertification appointment?

- Income-based       Adjunctive       Adjunctive due to a household member

#### Income Information:

Esteban's dad is in the Army and recently got a raise. His dad's deployed in a combat zone. His mom started working last month. The Pennington's are the foster parents to Xavier Williams.

Which income amounts are considered for **Esteban's** WIC income assessment?

Esteban's dad's Leave and Earning Statement (LES) lists the following income per month:

- Base pay \$3,100.  
 Housing allowance \$800.  
 Imminent danger pay \$500 (he only receives this while in the combat zone).  
 Hazardous duty pay \$325 (he always receives this, even when he's not in a combat zone).  
 Esteban's mom makes \$265 each week.  
 Foster care maintenance grant of \$350 per month for Xavier Williams.

Which income amounts should be used for the foster child's, **Xavier's**, income assessment?

Check the [Type of Eligibility and Household Income – ANSWERS](#) in the Appendix.

## Documentation Requirements

**Proof of income, ID and residency is required at each certification.**

- **Proof of Income** is required when a client **reports a change** in income.
- Proof can be written or electronic.

State WIC policy doesn't require or recommend making copies of the person's proof of income, ID or residency.

- If clinic policy requires keeping copies, clinic staff must protect client information from theft or misuse.

Income:

- **Proof of income eligibility is either:**
  - ⇒ **Documentation of the household's income** which is at or below 185% FPL for the household size. (paystubs, bank statements, divorce settlement paperwork, etc.)
  - OR**
  - ⇒ **Documentation showing current eligibility for an income-qualifying program** (Medicaid, TANF, Basic Food or FDPIR).
- **Proof of income must match the method used to determine WIC income eligibility.**

Client ID:

- **All clients including infants and children are required to show ID.**

Residency/Address:

- Each client **must be a current Washington state resident** to receive benefits from the Washington State WIC Nutrition Program.
  - There's no time requirement for a person to be a resident before participating in WIC.
  - A P.O. box address doesn't constitute residency.
  - WIC documents where a person routinely spends the night.
- **U.S. citizenship is not required.**
  - WIC participation doesn't affect a person's immigration status.
  - Being on WIC doesn't make a person a "public charge".
- **The parent/guardian's documentation of residency applies to the infant/child.**
  - The child's name doesn't have to be on the document.

**Types of Acceptable Documentation**

Income		ID		Residency	
<ul style="list-style-type: none"> <li>• Paycheck receipt/Military LES</li> </ul>	<ul style="list-style-type: none"> <li>• W2 form or tax return</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Services Card/ProviderOne</li> </ul>	<ul style="list-style-type: none"> <li>• State ID Card</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Services Card/ProviderOne</li> </ul>	<ul style="list-style-type: none"> <li>• Health Insurance/Military Medical Card</li> </ul>
<ul style="list-style-type: none"> <li>• Medical Services Card/ProviderOne</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting records for self-employed</li> </ul>	<ul style="list-style-type: none"> <li>• Driver's License</li> </ul>	<ul style="list-style-type: none"> <li>• Paycheck receipt/Military LES</li> </ul>	<ul style="list-style-type: none"> <li>• WA State Driver's License</li> </ul>	<ul style="list-style-type: none"> <li>• Rent or Mortgage Receipt or Agreement</li> </ul>
<ul style="list-style-type: none"> <li>• Not Provided</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security Award Letter</li> </ul>	<ul style="list-style-type: none"> <li>• WIC Appointment/ID Folder (Recert Only)</li> </ul>	<ul style="list-style-type: none"> <li>• Immunization Record</li> </ul>	<ul style="list-style-type: none"> <li>• Paycheck receipt/Military LES</li> </ul>	<ul style="list-style-type: none"> <li>• No Proof of ID/Res Form</li> </ul>
<ul style="list-style-type: none"> <li>• Unemployment check receipt or Notification letter</li> </ul>	<ul style="list-style-type: none"> <li>• Divorce Decree/Child Support Award Letter</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security Card</li> </ul>	<ul style="list-style-type: none"> <li>• Passport</li> </ul>	<ul style="list-style-type: none"> <li>• Utility Bill (w/physical address)</li> </ul>	<ul style="list-style-type: none"> <li>• Voter Registration Card</li> </ul>
<ul style="list-style-type: none"> <li>• Basic Food Program/Notification letter</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of Income Form</li> </ul>	<ul style="list-style-type: none"> <li>• Birth Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Work/School ID Card</li> </ul>	<ul style="list-style-type: none"> <li>• WA State ID Card</li> </ul>	<ul style="list-style-type: none"> <li>• Other</li> </ul>
<ul style="list-style-type: none"> <li>• TANF Award Letter</li> </ul>	<ul style="list-style-type: none"> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• Hospital bracelet/crib card</li> </ul>	<ul style="list-style-type: none"> <li>• No Proof of ID/Res Form</li> </ul>	<ul style="list-style-type: none"> <li>• Postmarked envelope with physical address</li> </ul>	
<ul style="list-style-type: none"> <li>• Bank or account statement</li> </ul>		<ul style="list-style-type: none"> <li>• Hospital/home birth record</li> </ul>	<ul style="list-style-type: none"> <li>• Other</li> </ul>		
		<ul style="list-style-type: none"> <li>• Staff Recognition (Recert Only)</li> </ul>	<ul style="list-style-type: none"> <li>• Military ID</li> </ul>		
		<ul style="list-style-type: none"> <li>• Health Insurance/Military Medical Card</li> </ul>			

**What do you notice about these lists?**

**Why do you think these are acceptable forms of documentation for the WIC population?**

(See the Appendix for more information about acceptable documentation.)

See the Appendix for [notes about acceptable types of documentation.](#)

## Proof of Income Eligibility

**Income-based assessment** = Proof of the household's income

- Paystubs, bank statements, etc.
- Reliable Third Party Statement (social worker, employer, etc.)
- WIC Statement of Income form when proof doesn't exist (limited situations)

**Adjunctive eligibility** = Proof of the client's or the household member's adjunctive eligibility

The proof must list:

- ✓ **Client name**
- ✓ **Current eligibility dates**
- ✓ **The income-qualifying program**

**Examples:**

- **Award letter or Eligibility letter** from TANF, Basic Food Program or FDPIR
- **Positive ProviderOne Search result** in Client Services

### *Notice of Eligibility Letter*

*Marge Simpson is eligible for TANF beginning November 1, 2017 through December 1, 2018.*

## The ProviderOne Services Card

WIC can't use the ProviderOne Services card alone as proof of adjunctive eligibility.

- The card doesn't show eligibility dates or the name of the program the person is on.
- Some of the medical assistance programs don't make the person income eligible for WIC.



**Staff must use the WIC-specific ProviderOne search in Client Services to check for WIC adjunctive income eligibility.**

## The ProviderOne Search Result

Enter the person’s ProviderOne ID number at the bottom of the Income screen.  
The system searches to see if the person is currently on a WIC income-qualifying program.

You’ll get a positive search result when the person is currently on a:

- Medicaid Title 19 medical assistance program
- State/federal non-Title 19 medical assistance program with income guidelines ≤ WIC’s.

### Positive ProviderOne Search Result

The screenshot shows the 'ProviderOne Search Results' window. At the top, the 'ProviderOne ID: 222100555WA' and 'ProviderOne Client: WASHINGTON, MARSHA' are highlighted with a red oval. A callout points to this area, stating: 'Make sure the P1 ID and name are correct.' Below this, the client is listed as 'Migrant Worker'. The main section states 'Client is income eligible for WIC.' and 'Meets WIC documentation requirements for:' followed by a list of checked items: 'Medicaid and Income', 'ID', 'Residency (for client and all household members)', and 'Proof of Pregnancy'. A callout points to this list: 'Read the information and mark the proofs.' Below that, a question mark icon precedes the text: 'If this ProviderOne client is a pregnant woman or an infant: Household members are adjunctively income eligible and meet WIC’s income and residency documentation requirements.' A callout points to this text: 'Medicaid Title 19 Are household members eligible?'. Further down, the 'Managed Care Plan Enrollment' section lists 'Community Health Plan of Washington - Healthy Options'. A callout points to this section: 'This lists the person’s managed care program. It’s just for information.' At the bottom, the search criteria are shown: 'ProviderOne ID: 222100555WA' and 'P1 Search'.

The following statement **ONLY** appears when the person is on Medicaid Title 19.

**?** If this ProviderOne client is a pregnant woman or infant:  
Household members are adjunctively eligible and meet WIC’s  
income and residency documentation requirements.

When you see the statement:

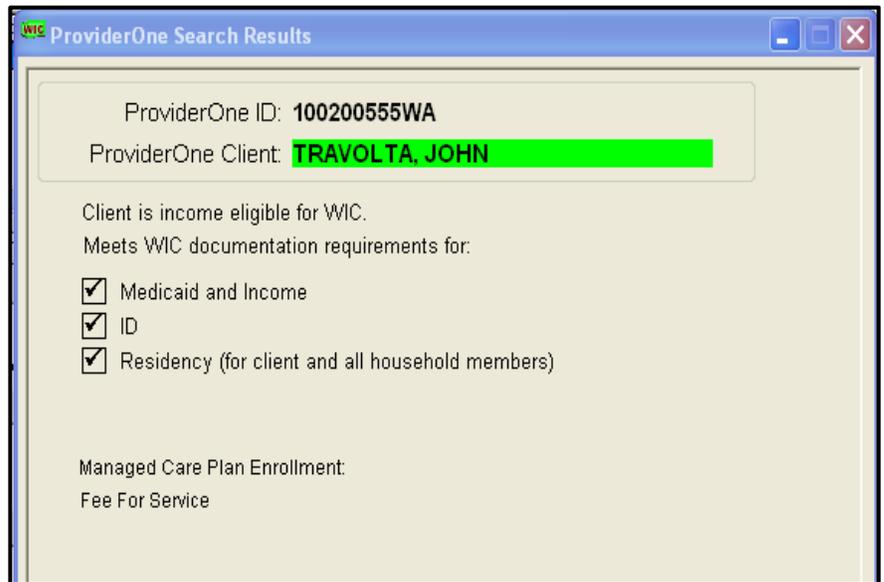
- Assess if the P1 client is a pregnant woman or infant
- If so, all household members are income eligible for WIC

**ProviderOne Search Results** change depending on the program the person is on. Review these ProviderOne Search results and answer the following questions.

**John Travolta is an infant**

Based on these search results:

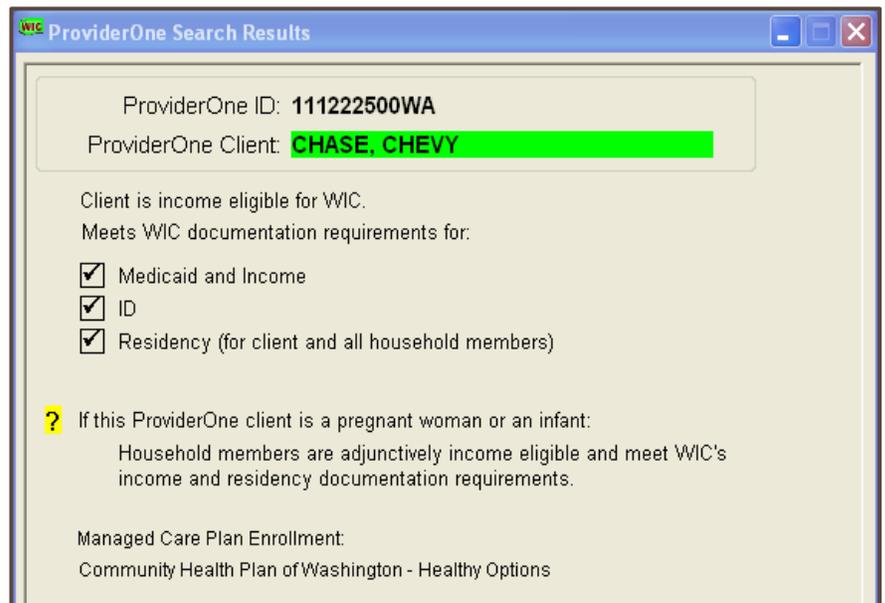
1. Is John income eligible for WIC?  
 Yes                     No
2. What type of medical assistance program is John on?  
 Medicaid Title 19  
 State/federal non-Title 19
3. John is an **infant**, does he make his household members income eligible for WIC?  
 Yes                     No
4. What proofs can you mark for John?



**Chevy Chase is a child**

Based on these search results:

1. Is Chevy income eligible for WIC?  
 Yes                     No
2. What type of medical assistance program is Chevy on?  
 Medicaid Title 19  
 State/federal non-Title 19
3. Chevy is a **child over 1 year of age**, does he make his household members income eligible for WIC?  
 Yes                     No
4. What proofs can you mark for Chevy?



Check the [ProviderOne Search Results – ANSWERS](#) in the Appendix.

## When the ProviderOne Search doesn't find eligibility

There could be times when staff enter a ProviderOne ID and see the following Search Results:

ProviderOne ID: 101455786WA  
 ProviderOne Client:  
 Unable to verify current eligibility in a program that meets WIC income eligibility requirements.  
 Assess WIC income eligibility.

### Reasons staff might get this result:

- The wrong P1 number was entered.
- The **client isn't currently eligible** for medical services.
- The client **isn't on a program that is a WIC income-qualifying program.**
- The clinic hasn't received the most current information from the state WIC office – **Client Services hasn't replicated.**

Follow these steps when you get a "negative" P1 search result:

1. **Check the ProviderOne ID** to make sure you entered the correct number and search again.
2. If you still get a negative search result, **ask about other types of adjunctive eligibility.**
3. If there are no other types of adjunctive eligibility, **assess for income-based eligibility.**
4. **Give a grace period if the income amount is eligible and the client didn't bring in proof of income** (like paystubs).
  - The client must sign the [Grace Period for Income Form](#).

## A few notes about the ProviderOne (P1) ID number:

- ✓ **You don't have to see the Services Card**, you just need the number and the Client Services search.
- ✓ You must document the ProviderOne ID number used for WIC eligibility:
  - **Enter the P1 number in the ProviderOne ID field** when the **WIC client is the P1 client.**

ProviderOne ID: 222100555WA P1 Search

- Enter the P1 number in the **income comment field** when using a household member's P1 number for **adjunctive eligibility due to a household member.**

Number in Household: 4		<input type="checkbox"/> Medicaid		<input type="checkbox"/> TANF		<input type="checkbox"/> Basic Food Program		<input type="checkbox"/> FDIPIR		<input type="checkbox"/> Migrant Worker	
Cert Date	Assessed	Source	Proof	On File	Amount	Interval	Comments				
5/18/2010	5/18/2010	Employment	Medical Services Card	<input type="checkbox"/>	\$325.00	Twice Monthly	222100555 Mom's P1 number				

**Copy and Paste the number into the comment field to save it permanently in the income line.**

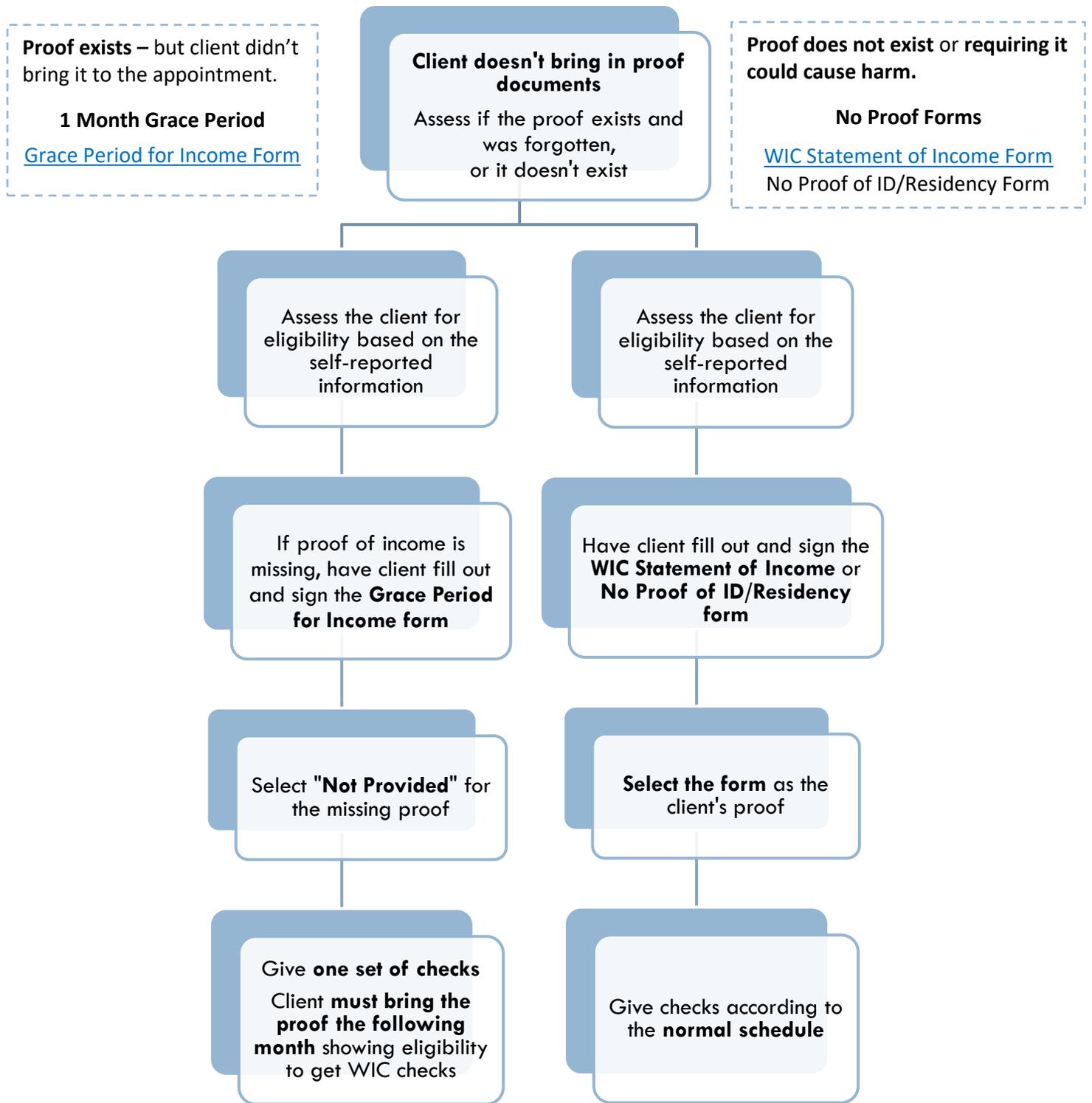
**Copy** = Highlight the number and press **Control + C**

**Paste** = **Control + V**

- ✓ You can **use the ProviderOne ID number in the field to search for eligibility at a recertification.**

### What if a client doesn't bring in Proof of Income, ID or Residency?

When a client doesn't bring in proof of income, ID, or residency to the certification appointment staff need to assess if the proof exists but the client didn't bring it in or if the proof doesn't exist.



**One Month Grace Period – proof exists but the person forgot to bring it in**

1. Mark “**Not Provided**” to flag the file with a **black dot** for missing proofs.
  - The Flow Sheet and Income tab list what proof wasn’t provided.

Caregiver	Client	DOB	Status	Cat Elig Ends
● Period, Grace T	Period, Grace T	02/22/1985	Active	PG 12/31/2010

2. Have the client sign the [Grace Period for Income Form](#) when proof of income is missing.
3. Give the client **one month of checks**.
4. The client must bring the missing proof showing WIC eligibility the next month to continue receiving benefits.
5. **Document the missing proof before** printing and issuing the next set of checks.

**Proof doesn't exist – Use the No Proof of Identity and Residency or Statement of Income form**

You can use these forms in the following **limited situations**:

**Proof doesn't exist** - examples include:

- ✓ Migrant
- ✓ Destroyed in house fire or flood
- ✓ Homeless (See Ch. 19 – Special Clients when serving clients in shelters or institutions)
- ✓ Paid in cash
- ✓ Zero income

**Risk of harm** - Requiring the proof would put the client at risk of harm or losing her living situation.

- These forms take the place of the client’s proof – **using this form isn’t a grace period**.
- **There’s no limit to the number of times, or length of time the “no proof” forms can be used, as long as the above criteria is met.**

**Zero Income – the person reports they have no income**

1. Ask questions to see if there’s any outside financial support for the client’s living expenses.
  - ✓ You may find sources of support or income which should be counted in the assessment, or
  - ✓ The person is being supported by others which could redefine the person’s household size and income.
  - ✓ By asking these questions, there will be few cases of zero income.

2. Have the client sign the [WIC Statement of Income Form](#) when there is truly zero income.

3. Document zero income in Client Services:

**Source of income:** None **Proof:** WIC Statement of Income form **Amount:** 0.00

## Documenting in Client Services

### Document Adjunctive Eligibility when the ProviderOne client is the WIC client

Cert Date	Assessed	Source	Proof	On File	Amount	Interval	Comments
5/18/2010	5/18/2010	Employment	Medical Services Card		\$325.00	Twice Monthly	John's income
5/18/2010	5/18/2010	Employment	Medical Services Card		\$452.00	Weekly	Marsha's income

1. **Mark the Medicaid box.** Marking this box makes the client income eligible.
  - Mark the box at the top of the screen when the WIC client is the ProviderOne client.
  - **Only mark this box when you have seen proof of current eligibility.** The positive search result is the proof.
2. The **positive ProviderOne search result** is proof of income eligibility, ID and residency.
  - **You must match the proof to the type of income eligibility assessment.**

## Document Adjunctive Eligibility due to a Household Member

A person is **adjunctively income eligible for WIC** due to a household member when he or she has one of these **household members**:

- A pregnant woman on Medicaid
- An infant on Medicaid
- Any household member on TANF.

Staff must see proof of the household member's current eligibility for the income qualifying program.

Be sure to **use a consistent definition of household member** in all aspects of income eligibility, including adjunctive eligibility.

1. Be sure to use the **Adj Elig pop-up** to select the type of household adjunctive eligibility
2. Place the household member's ProviderOne number in the comment field of a line of income.

The screenshot displays the 'Income Documentation' software interface. At the top, there are tabs for 'RC Measures', 'Assessment', 'Topics', 'Handouts', 'Referrals', 'Basic Contact', 'Notes', and 'Finish'. Below the tabs, there are checkboxes for 'Medicaid', 'TANF', 'Basic Food Program', 'FPIR', and 'Migrant Worker'. A table lists income lines with columns: Cert Date, Assessed, Source, Proof, On File, Amount, Interval, and Comments. The first row is highlighted in blue and has a blue circle around the 'Comments' field containing '222100555 Mom's P1 number'. A blue 'X' is over the 'Medicaid' checkbox. A blue arrow points to the 'Adj Elig' button. A pop-up window titled 'Adjunct Eligibility' is open, with the first question checked 'Yes'. The 'Comments' field of the first income line contains '222100555 Mom's P1 number'. The 'Total Annual Income' is 31304.00. The 'Income Eligible' status is shown in green. The 'Adjunct Eligibility' pop-up has three questions, with the first one checked 'Yes'.

Cert Date	Assessed	Source	Proof	On File	Amount	Interval	Comments
5/18/2010	5/18/2010	Employment	Medical Services Card	<input type="checkbox"/>	\$325.00	Twice Monthly	222100555 Mom's P1 number
	5/18/2010	Employment	Medical Services Card	<input type="checkbox"/>	\$452.00	Weekly	Mom's income
11/25/2009	11/25/2009	Employment	Paycheck receipt/Milita	<input type="checkbox"/>	\$1,324.63	Monthly	
5/27/2009	5/27/2009	Employment	Paycheck receipt/Milita	<input type="checkbox"/>	\$1,326.45	Monthly	
5/20/2008	5/20/2008	Employment	Medical Services Card	<input type="checkbox"/>	\$1,228.00	Monthly	

Proof of ID:  
 Medical Services Card/ProviderOne  
 Drivers License  
 Social Security Card  
 Birth Certificate  
 Hospital bracelet/crib card

Proof of Residency:  
 WA State Drivers License  
 Paycheck receipt/Military LES  
 Utility Bill (w/physical address)  
 WA State ID Card  
 Postmarked envelope with phys. address

ProviderOne ID  WA

Other:

Adjunct Eligibility

Yes Is the applicant a member of a household in which there is a pregnant woman currently certified as eligible for Medicaid?

Yes Is the applicant a member of a household in which there is an infant currently certified as eligible for Medicaid?

Yes Is the applicant living with a household member who is currently certified as eligible for TANF, Basic Food Program, or FPIR?

Ok Cancel

## Special Situations

### Re-Assessing Income Eligibility Mid-Certification

Staff must re-assess income eligibility when the client reports any of the following information, even if it is mid-certification:

1. Income increased.
2. Household size decreased.
3. The person is no longer eligible for an income qualifying program.

Staff can income average to assess income eligibility if the current income is too high.

Staff must:

- Re-assess the income eligibility for **all** members of the household when one member is determined income ineligible at a certification or mid-certification.
- Give the client the required 20-day notification if he or she isn't eligible and has to be taken off the program.

### Income Averaging

Assess annual income instead of current income when it's a better indicator of the household's financial status. Examples include:

- **Seasonal employment:** construction, farm work, commercial fishing, landscaping, etc.
- **Fluctuating income:** hours of work vary, overtime hours, etc.
- **Increases in income:** Temporary or recent (and potentially on-going or permanent) increases in income that make the client's current income above WIC guidelines.
- **Lump sums:** Bonuses, Lottery winnings, etc.

The **income averaging window** can handle multiple sources of income and household members getting paid at different intervals.

- ✓ Enter the income from the past year. Client Services uses this amount to assess eligibility.
- ✓ Ask for the past 12 months' of income documentation.
- ✓ Use the Statement of Income form for months with zero income or if the proof of income no longer exists.

The screenshot shows a software window titled "Income Average" with a table of income sources. The table has columns for Source, Proof, On File, Amount, Interval, and #. Below the table are buttons for "New" and "Delete", a "Months" input field set to 12, and a "Total Annual Income" field set to 40600.00. There are also "Apply" and "Cancel" buttons at the bottom right.

Source	Proof	On File	Amount	Interval	#
Employment	Not Provided	<input type="checkbox"/>	\$300.00	Weekly	4
Military	Paycheck receipt/Milit	<input type="checkbox"/>	\$3,250.00	Monthly	11
Military	Paycheck receipt/Milit	<input type="checkbox"/>	\$3,650.00	Monthly	1

Buttons: New, Delete, Months: 12, Total Annual Income: 40600.00, Apply, Cancel

## APPENDIX

## Washington WIC Income Eligibility

Statistics based on participating caseload of 145,476 (June 2017)

**Income-based eligibility:** Household income meets WIC’s income eligibility guidelines.

	# Income-based assessment	% Income-based assessment
<b>Clients with an income-based assessment</b>	<b>26,873</b>	<b>18.5%</b>

**Adjunctive Eligibility:** The client is on one of these income qualifying programs

	# Adjunctively Eligible	% Adjunctively Eligible
<b>Medical Assistance (ProviderOne)</b>	98,514	67.7%
<b>TANF</b>	2,340	1.6%
<b>SNAP/Basic Food Program</b>	10,278	7%
<b>FDPIR</b>	48	< 1%
<b>Total clients adjunctively eligible</b>	<b>113,303</b>	<b>77.9%</b>

**Adjunctive Eligibility due to a Household Member:**

	# Adjunctively Eligible	% Adjunctively Eligible
<b>Pregnant woman in household on Medicaid</b>	2,863	2%
<b>Infant in household on Medicaid</b>	2,437	1.7%
<b>Total clients adjunctively eligible</b>	<b>5,300</b>	<b>3.7%</b>

- Adjunctive eligibility due to a client’s participation in the income qualifying program is used most often to determine WIC income eligibility.
- Medical assistance (ProviderOne/P1) is the most common type of adjunctive eligibility.
- This is probably related to having the convenient P1 search feature in Client Services (CIMS).

**Notes about the list of acceptable forms of documentation:**

Staff often notice that not all forms of acceptable ID are photo ID. The list for ID (and all documentation) is a balance between supporting and protecting the integrity of the program and not posing barriers to the vulnerable population we serve.

All list for acceptable forms of documentation are submitted to and approved by the Food and Nutrition Services (FNS).

## Income Eligibility Scenarios

### Household Size: ANSWERS

#### 1. Marsha and George Washington

Marsha Washington has a 4 year old son, George, who's on WIC. She called to let you know she's pregnant and to see if she's eligible for WIC too. George has a recertification appointment later today and she wondered if you can see her today also. Your schedule is really open.

Marsha is pregnant and lives with her husband, John, and son George.

How many people are in the Washington household? **4 (Marsha, John, George and the unborn baby)**

#### 2. Julia Anderson

Julia just found out she's pregnant and her doctor referred her to WIC. She stopped by the clinic after her appointment see if she's eligible. You have time to do a Presume Eligible (PE) appointment for her. Julia and her 6 year old daughter recently moved in with her sister and niece after Julia and her boyfriend broke up. She isn't working and has no income and no other financial support. She isn't on any WIC income-qualifying programs. She baby-sits, cooks and cleans the house for her sister in exchange for food and rent.

What is Julia's household size? **5 (Julia, her 6 year old daughter, and the unborn baby, plus her sister and niece.)**

**Since Julia isn't working and has no other financial support, she is part of her sister's economic unit.**

#### 3. Allora Jazmine and her baby Yanthi

Allora is on WIC as a pregnant woman. She had her baby last week and is coming in today to enroll her baby. She and her boyfriend, Alex, live together and are planning to get married soon. They don't have any other children.

What is Allora's household size? **3 (Allora, her boyfriend, and the unborn baby)**

#### 4. Esteban Pennington

Esteban's dad is in the military and has been stationed in Iraq for about 18 months. Esteban, his mom and 2 siblings live here in Washington. The family also has 1 foster child named Xaviar Williams.

How many people are in the Pennington household? **5 (Esteban, his mom, 2 siblings and his dad)**

Is Xaviar included in the Pennington household number? **No, by federal regulations, foster children are a household of 1.**

## Income Eligibility Scenarios

### Type of Eligibility and Household Income - ANSWERS

- Review the case studies and determine the type of income eligibility assessment.
- Determine each household's income.

#### 1. Marsha and George Washington

Marsha just found out she's pregnant and applied for medical assistance (ProviderOne). She said she's eligible, but she hasn't gotten her notification letter or P1 card yet. She hopes the P1 card will arrive in today's mail before she comes in for George's recertification appointment.

##### Type of eligibility assessment:

Marsha's on the phone when she shares the information above. What type of income eligibility assessment would you do over the phone during the Prescreen since she doesn't have a P1 number or the notification letter?

- Income-based       Adjunctive       Adjunctive due to a household member

What type of income eligibility assessment will you do if she receives her P1 card before she comes in today and it shows a positive result at the Certification appointment?

- Income-based       Adjunctive       Adjunctive due to a household member

##### Income Information:

Marsha works full-time. Her husband, John, goes to school and works part-time. John also gets \$5,000 a year in State Student Incentive Grants.

Which income amounts are counted for WIC's income assessment?

- Marsha works full-time and gets paid \$452 every week.  
 John works part-time and makes \$325 twice a month.  
 John's \$5,000 in State Student Incentive Grants.

#### 2. Julia Anderson

##### Type of eligibility assessment:

Julia isn't on any WIC income-qualifying programs. She is supported by her sister. What type of income eligibility assessment will you do for Julia at the PE appointment?

- Income-based       Adjunctive       Adjunctive due to a household member

##### Income Information:

Julia has zero income. Her sister's income is \$3,500 per month.

Which income should be used for **Julia's** income assessment?

- Zero income.  
 Julia's sister's income of \$3,500 per month.

### 3. Allora and Yanthi Jazmine

#### Type of eligibility assessment:

Allora still has medical coverage with her job and doesn't want to apply for medical assistance. She has SNAP benefits for herself and her infant, Yanthi. She has the notification letter with her and Yanthi's names and current eligibility dates.

What type of income eligibility will you use for Yanthi's when you enroll her?

- Income-based       Adjunctive       Adjunctive due to a household member

#### Income Information:

Allora worked until the baby was born. She currently gets unemployment benefits. Allora's boyfriend Alex works. He also bought a rental house and has done a lot of work on it.

Based on the household size you determined earlier, what income counts for Allora's WIC assessment?

- Allora gets \$250 in unemployment benefits every week.  
 Her boyfriend works full-time and gets paid \$1,804.80 every month.  
 Alex made a total of \$4,804.60 from rent on the rental property.  
 Alex's net income from the rental property last year was \$478.93 after expenses.

### 4. Esteban Pennington

#### Type of eligibility assessment:

The Pennington's don't receive any benefits from a WIC income-qualifying program for themselves, but Xavier receives medical assistance through ProviderOne. What type of income eligibility assessment do you need to do for Esteban at his recertification appointment?

- Income-based       Adjunctive       Adjunctive due to a household member

#### Income Information:

Esteban's dad is in the Army and recently got a raise. His dad's deployed in a combat zone. His mom started working last month. The Pennington's are the foster parents to Xavier Williams.

Which income amounts are considered for **Esteban's** WIC income assessment?

Esteban's dad's Leave and Earning Statement (LES) lists the following income per month:

- Base pay \$3,100.  
 Housing allowance \$800.  
 Imminent danger pay \$500 (he only receives this while in the combat zone).  
 Hazardous duty pay \$325 (he always receives this, even when he's not in a combat zone).  
 Esteban's mom makes \$265 each week.  
 Foster care maintenance grant of \$350 per month for Xavier Williams.

Which income amounts should be used for the foster child's, **Xaviar's**, income assessment?

***Since Xaviar is a foster child he is a household of 1 and his income is the foster care maintenance grant amount of \$350 per month.***

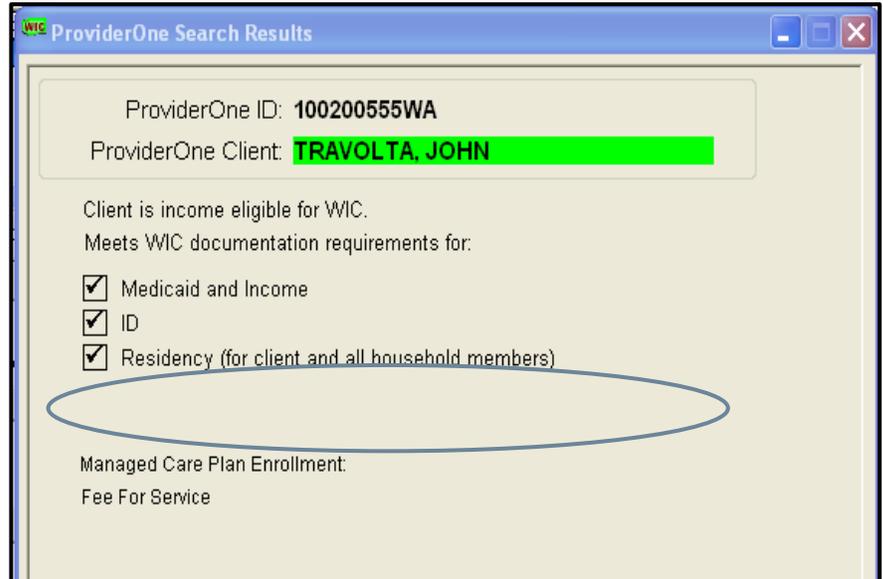
### ProviderOne Search Results - ANSWERS

Review the ProviderOne Search results and answer the following questions.

#### John Travolta is an infant

Based on these search results:

- 5. Is John income eligible for WIC?  
 Yes       No
- 6. What type of medical assistance program is John on?  
 Medicaid Title 19  
 State/federal non-Title 19
- 7. John is an **infant**, does he make his household members income eligible for WIC?  
 Yes       No
- 8. What proofs can you mark for John? **Income, ID and residency**

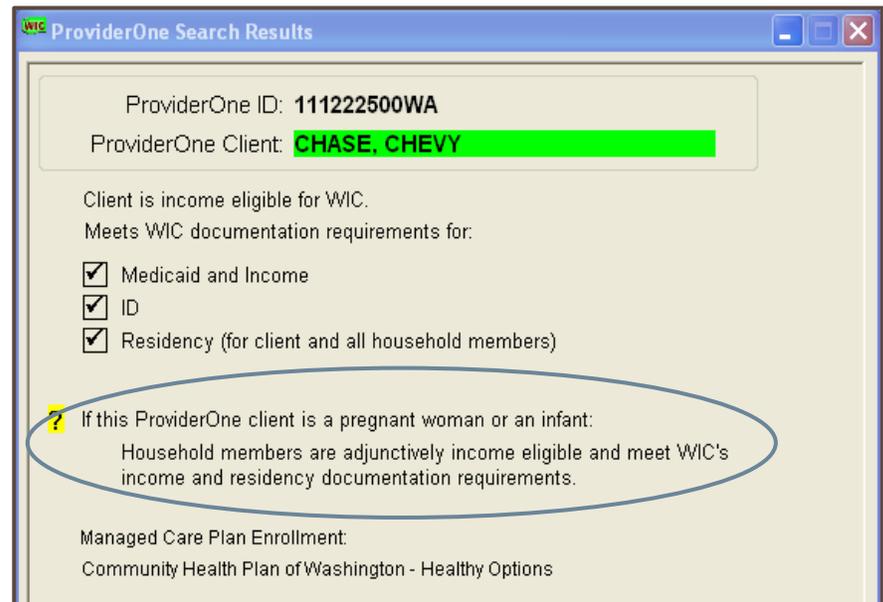


**Notes about John’s eligibility:** We know John’s income eligible because of the “positive” P1 search result shown above. He’s on a state or federal non-title 19 program. We know that because the “?” statement is missing. Even though he’s an infant, since he’s not on a Title 19 program, he only makes himself income eligible.

#### Chevy Chase is a child

Based on these search results:

- 5. Is Chevy income eligible for WIC?  
 Yes       No
- 6. What type of medical assistance program is Chevy on?  
 Medicaid Title 19  
 State/federal non-Title 19
- 7. Chevy is a **child over 1 year of age**, does he make his household members income eligible for WIC?  
 Yes       No
- 8. What proofs can you mark for Chevy? **Income, ID and residency**



**Notes about Chevy’s eligibility:** We know that Chevy is income eligible due to the positive P1 search result. He’s also on Medicaid Title 19 since the “?” statement is there. However, since Chevy is a child, his Medicaid eligibility doesn’t give the household adjunctive income eligibility; only pregnant women and infants on Medicaid Title 19 give their household adjunctive eligibility.