

Proof of Identity

- I. All applicants, transfers, parents, guardians and proxies must provide proof of identity (ID).
 - a. Proof of identity is required for each applicant at certification appointments.
 - b. Parents/Guardians must provide acceptable ID when a WIC card is issued to the family.
 - c. Applicants should be informed what proofs of identity are acceptable when certification appointments are scheduled.
 - d. All parents, legal guardians, foster parents, caretakers and proxies must show proof of identity at certification and before benefits are issued.
- II. The WIC card may be used as proof of identity at subsequent certifications and issuance of benefits. Local agencies are encouraged to check ID for proxies.
- III. Type of proof of ID provided must be documented in the computer system.
 - a. Documentation does not need to be copied or scanned and should be returned to the applicant.
- IV. Generally, participant names should be input into VISION as they are listed on the form of identification presented. This aids in preventing and detecting dual participation. The name that the participant prefers to be called may be entered as the name in VISION only if the full legal name as listed on the form of ID presented has been added as an alias name in the Member/Proxy screen.
 - a. Compound last names or paternal-maternal names should be input into the computer if they are listed on the form of ID. A space or hyphen between names should be included when such is found on the form of ID.
 - b. When a new or preferred name is entered into VISION, the prior name should be added as an alias by clicking the Add To Aliases button in the Member/Proxy screen. This is done in situations such as a name change due to:
 - i. Marriage,
 - ii. Divorce,

- iii. Adoption,
 - iv. For infants, if the infant's correct full name is not listed on the infant form of ID,
 - v. Or, if the participant prefers to be known by another name.
 - vi. Optionally, middle names can be entered even if not shown on the form of ID; however, VISION does not consider middle names when searching for potential duals.
- c. When verifying identity at subsequent appointments, if the name on the form of ID provided does not match the current name in VISION, staff must check the Aliases screen to confirm the name on the ID is listed.
- V. Acceptable proof of identity. For certifications, all applicants, transfers, parents, guardians and proxies must provide acceptable proof of identification. Proof of identity must not be expired (picture identification may be accepted up to one year beyond expiration). Medicaid cards being used as proof of ID are considered expired if the applicant is not currently eligible for Medicaid. Pictures and scans of proof documents should be allowed unless there is evidence or reasonable suspicion of tampering.
- VI. Acceptable forms of ID are listed below:
- a. Driver license
 - i. domestic or international
 - 1. includes the driving privilege card
 - ii. Digital driver license or ID issued by a state.
 - b. Utah Medicaid card
 - i. The Medicaid eligibility letter or the Medicaid Medical provider card may also be accepted only if the name and date of birth (DOB) is listed or if the name/DOB can be verified in the provider lookup tool or PRISM.
 - ii. Out of state Medicaid cards can be accepted from out of state transfer clients with a VOC.
 - iii. Medicaid Provider Look-up Tool or PRISM verification of full name and DOB is acceptable as ID without the physical Medicaid card. (These should be used only when a physical form of ID cannot be provided.)

~~c. CHIP eligibility letter or provider card~~

~~i.~~ ~~May be accepted if the name and date of birth is present or is verified in the provider lookup tool.~~

~~d-c.~~ Military ID

~~e-d.~~ Birth certificate
i. domestic or international

~~f-e.~~ Consular Report of Birth Abroad (CRBA)

~~g-f.~~ Passport
i. domestic or international

~~h-g.~~ Work or school ID

~~i-h.~~ State issued identification card

~~j-i.~~ Tribal identification card

~~k-j.~~ U.S. Dept. of Homeland Security/Dept. of State:
i. Permanent Resident Card (Green Card)
ii. Employment Authorization Document/Card
iii. Certificate of Naturalization
iv. Certificate of Citizenship
v. USA B1/B2 VISA/BCC (Border Crossing Card)
vi. I-94 (US Customs and Border Protection Arrival-Departure Record)
vii. Report of Medical Examination by Panel Physician

~~l-k.~~ Foreign government national identification card or consular ID card

~~m-l.~~ Mexico Consular ID Card (Matricula Consular)

~~n-m.~~ Voter identification card – United States or Mexico

~~o-n.~~ Court Document (such as adoption papers, etc.)

~~p-o.~~ Foster Letter- Department of Health and Human Services, DCFS
WIC Program Letter
i. Form TR09
ii. Form KBS15

~~e-p.~~ Official hospital document/discharge papers with name and DOB

~~f-q.~~ Personal Utah Immunization Record/USIIS record (can be obtained on the Docket app or from a medical provider).

~~s-r.~~ Other photo ID issued by a third party agency (must be approved by the State agency on a case by case basis).

~~t-s.~~ Infants only (ID must have at a minimum a last name and birth date):

- i. hospital card/crib card,
- ii. hospital bracelet,
- iii. letter from midwife (for home births),
- iv. letter from health care provider,
- v. immunization record (yellow card).

VII. Applicants who are unable to provide an acceptable proof of identity from the list above may provide a letter from a governmental, medical, school or business entity (third party) verifying identity. Acceptance of this type of letter, other alternate forms of ID, or any other exceptions require State agency approval on a case-by-case basis. Contact the State WIC Operations Manager or a designee in his absence.

VIII. Personal recognition by clinic staff is not sufficient.

IX. Subsequent Certifications. The WIC card can be accepted as proof of ID except as noted below:

- a. Initial certifications in the child category: Children certifying for the first time as a child must bring acceptable proof of identity. This cannot be forms of ID accepted for infants only.
- b. If an acceptable form of identification (with the exception of infant only ID listed above) was provided and documented in the information system at the initial infant certification, the WIC card is acceptable as proof of identification at the child certification.
- c. Whenever WIC cards are used as identification, staff must verify the number matches the assigned card in Vision.

- X. Transfers (out of state). Any acceptable proof of identification as in initial certification is required.
 - a. VOC does not prove identity.
 - b. Out of state Medicaid cards can be accepted from out of state transfer clients with a VOC.
- XI. Transfers (in state). Because in state transfers are handled within the VISION system, only the parent/guardian is required to show an acceptable form of ID at the new clinic. The WIC card can be used as proof of identity.
- XII. Before replacement WIC cards are issued, the parent/guardian or proxy must show an acceptable form of identification. The parent/guardian/proxy name should already be listed in VISION and should match the form of ID presented.
- XIII. Identity records should be completed in VISION on the same day that the certification is completed in order to be able to accurately record physical presence at the certification appointment.
 - XII-a. It is not necessary for proof of identity to be submitted in advance of an appointment. It is preferred to view the physical copy. If images of proofs of identity are received in advance of an appointment, they can be viewed on the day of certification and the VISION record should be entered then.

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