

## **Proof of Residency**

- I. All applicants must live within the district served by the local agency and within the jurisdiction of the state. Length of residency is not a prerequisite to receiving WIC benefits. Applicants do not have to be a US citizen in order to qualify for WIC.
- II. The applicant's current physical address must be entered into the VISION system. If the mailing address is different from the physical address, the mailing address should also be entered.
  - a. Both addresses must be kept current. The address should be updated between certification appointments if there is a change.
    - i. If the mailing address is no longer used, an end date can be entered.
    - ii. The Zip Code from the mailing address (if there is one) is sent to WIC Direct to be used for setting the card PIN and other card services.
- III. For WIC purposes "proof of residency" means that applicants must provide proof of address to show that they live within the area served by the local agency. They do not need to prove that they are legal residents of the United States. It is recommended to ask applicants to provide "proof of address" to avoid this type of confusion.
- IV. Proof of residency is required at each certification visit prior to receiving WIC benefits.
- V. Applicants should be informed what proofs of address are acceptable when certification appointments are scheduled.
- VI. Applicants should be asked to provide documentation of where they routinely live or spend the night.
- VII. Documentation provided as proof of residency must contain a street address. A post office box cannot be used as documentation.
- VIII. Self-declaration of address is not sufficient.
- IX. Type of proof 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.
  - b. Staff must verify the address listed on the proof matches the address listed for the family in the Physical Address section. If not, a new address record must be entered.
- X. Participants are allowed to attend the clinic most convenient to them (nearest their home or workplace) if it is in their county/district of residence.
  - a. The following special population groups may be served by designated clinics regardless of residency status, but must still provide proof of residency:
    - i. Homeless individuals, and
    - ii. Residents of border towns with interstate agreements.
  - b. The State agency must approve any other exceptions. The clinic director or WIC director of the clinic wishing to certify the non-resident must make a request in SharePoint to the State WIC Director or designee.
- XI. Acceptable proof of residency. All applicants and transfers must provide acceptable proof of their address. Proof of residency must contain a street address, not a P.O. box; must contain a name of a household member; must be current (not expired). The following proofs are acceptable:
  - a. Utility bill or other type bill (such as service providers, health care providers, insurance, lenders, etc.)
  - b. Mortgage or rental receipt; bill, contract or lease agreement
  - c. Letter or note from landlord (not from a resident of the same address such as a parent or roommate)
  - d. Pay check stub
  - e. Bank statement
  - f. Letter from a government agency
  - g. Foster Letter (for foster children)

- h. Court documents
  - i. Property tax notice
  - j. Vehicle registration, title or insurance
  - k. Permit or occupational license from a government agency
  - l. PRISM verification (Medicaid Provider Reimbursement Information System)
  - m. myCase verification (Department of Workforce Services)
  - n. "Forwarded" mail if envelope contains the current street address and a postmark.
- XII. In general, items that do not expire can be considered current if received within the last year and the address is current. When accepting a bill as proof of residency, applicants should be asked to bring a current bill from that last thirty days, but clinic staff may use their discretion to accept something older if the address is still correct.
- XIII. Applicants are expected to provide documents to confirm their address; however, online or internet verification may be accepted when the client is able to show a proof from the list above on a computer or other electronic device. This may include use of the USPS app, *Informed Delivery*, which provides an electronic image of mail being delivered to the residence. Pictures and scans of proof documents should be allowed unless there is evidence or reasonable suspicion of tampering.
- XIV. Applicants who are unable to provide an acceptable proof of address from the list above may provide letter from a business entity or other third-party verifying address (not including advertisements/junk mail). Acceptance of this type of letter or any other alternate proof of residency requires State agency approval on a case-by-case basis. Contact the State WIC Operations Manager or a designee in his absence.
- XV. Special residency situations. Use the following procedures for each special situation:

- a. Bills are not in the parent/guardian's name.
  - i. Accept as proof of residency as long as the individual who the bills are addressed to is part of the economic unit.
- b. Two or more families are living together or living with a roommate.
  - i. Establish if they are separate economic units.
  - ii. If yes, and all bills go to the other family/roommate, have that person write a letter or send a text to the clinic stating they live together. The WIC applicant should bring a copy or image of the proof with the roommate's name.
- c. Proof has no street address – P.O. box only.
  - i. If they have a P.O. box and street address, a utility bill with a service address should be used to show the street address.
- d. Family has no street address – P.O. box only.
  - i. Have the applicant provide proof of mailing address and provide specific directions to their home.
  - ii. An individual residing in a remote Indian or Native village may provide proof of their mailing address and the name of the remote Indian or Native village.
  - iii. Applicants who reside near state borders and do not have a street address must provide evidence that they live within the State of Utah (Utah Driver license, Utah Medicaid, etc.)
- e. Safe at Home substitute address.
  - i. State and local government agencies in Utah must accept a Safe at Home participant's substitute address when presented with a current Safe at Home authorization card.
  - ii. Utah's Safe at Home Program is available to survivors of abuse, child abuse, domestic violence, stalking, human trafficking, and sexual assault who are afraid that they will be in physical danger if their perpetrator knows where they live. The program will provide a substitute address and mail forwarding for survivors living in Utah.
- f. Resident of an Institution.
  - i. The Utah WIC Program does not provide food benefits to applicants living in an institution where meal service is provided. This does not include private residences, homeless institutions, and

domestic violence shelters. (See Homeless and Domestic Violence Shelters section.)

- g. Transfers (in state or out of state)
  - i. Any acceptable proof of residency as in initial certification.
  - ii. A VOC does not prove residency.
  - iii. The WIC card does not prove residency.
  - iv. New residency/address records are not required for transfers within the same local agency if there is no change of address.
- h. If there is a change of address within the same county or local agency service area without a transfer of clinics, the family does not need to provide proof of the new address. Proof of residency will be required at the next certification.
- i. No proof of residency. (See Provisional Certification and Unreasonable Barrier.)