

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. 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.
- III. Proof of residency is required at each certification visit prior to receiving WIC benefits.
- IV. Applicants should be informed what proofs of address are acceptable when certification appointments are scheduled.
- V. Applicants should be asked to provide documentation of where they routinely live or spend the night.
- VI. Documentation provided as proof of residency must contain a street address. A post office box cannot be used as documentation.
- VII. Self-declaration of address is not sufficient.
- VIII. 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.
- IX. 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.
 - c. The clinic director of the clinic wishing to certify the non-resident must make requests in writing to the State WIC Director.
 - i. The letter or email must include the participant's name, ID number and reason for the request.
 - ii. A copy of both the request and the approval letter must be scanned into the participant's file.
- X. Acceptable proof of residency. All applicants and transfers must provide acceptable proof of residency. Proof of residency must contain a street address, not a P.O. box; must be current (not expired); and not a photocopy. 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
 - 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. "Forwarded" mail if envelope contains the current street address and a postmark.

- XI. In general, items that do not expire can be considered current if received within the last 90 days. When accepting a bill as proof of residency, it should be the most current bill received from that source.
- XII. 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.
- XIII. Applicants who are unable to provide an acceptable proof of address from the list above may provide letter from a governmental or business entity (third party) verifying residency. Acceptance of this type of letter or any other alternate proof of residency requires State agency approval on a case by case basis.
- XIV. Special residency situations. Use the following procedures for each special situation:
 - a. Bills are not in the endorser'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.
 - i. Establish if they are separate economic units.
 - ii. If yes and all bills go to the other family, have that person write a letter stating they live together and the amount of utilities they pay.
 - 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.
 - e. 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.)

- f. 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. WIC ID packet does not prove residency.
- g. No proof of residency. (See Provisional Certification and Unreasonable Barrier.)