

## Homeless Applicants

- I. Definition of homeless. An applicant is considered homeless if the applicant lacks a fixed and regular nighttime residence; or if their primary nighttime residence is:
  - a. A supervised public or private shelter designed to provide temporary living accommodations. This includes group shelters, rescue missions, shelters for victims of domestic violence, motels, etc.
  - b. A public or private place not ordinarily used as a regular sleeping accommodation for human beings. Examples include tents, cars, parks, hallways, sidewalks, abandoned buildings, doorsteps, etc.
  - c. A temporary residence for persons intended to be institutionalized.
  - d. A temporary accommodation in the residence of another individual. A person may no longer be considered homeless while living in a temporary accommodation of another individual if it has been more than 365 days.
- II. All of the usual documentation required to certify an individual must be obtained for homeless individuals. An applicant who is determined homeless must:
  - a. Meet the WIC income requirements.
    - i. If they have no source of income or support, this must be documented on the Signed Statement form.
    - ii. Self declaration of income using the affidavit option may be accepted from homeless individuals, use the Signed Statement Form when necessary.
  - b. Reside in the State of Utah.
    - i. Homeless individuals may be served by designated clinics, regardless of where they reside.
    - ii. They are not required to have a permanent address.
    - iii. A mailing address of a friend, relative, shelter or the WIC clinic may be used.
- III. Check the homeless box on the Physical Address screen of the computer system. In addition to being required for reporting purposes, this ensures the processing standard time frames within the computer system are enforced

correctly. If a participant is no longer homeless then a new address record must be created without this box checked.

- IV. A VOC card should be issued at the certification visit if it is likely the participant will relocate during the certification period.
- V. Processing standard time frames. All homeless individuals must be certified within 10 days of their first contact with the local clinic. If the applicant chooses to wait longer than 10 days, document this information in the computer.
- VI. Food packages. Special food packages have been designed for homeless individuals. They include:
  - a. Peanut butter or beans instead of eggs (not currently functioning in VISION system);
  - b. 6 ounce ready to use juices;
  - c. UHT or powdered milk; and
  - d. Canned beans.