Proof of Identity

I. All applicants, transfers, parents, guardians and proxies must provide proof of identity (ID).

   a. Proof of identity is required at each certification visit prior to receiving WIC benefits.

   b. Applicants should be informed what proofs of identity are acceptable when certification appointments are scheduled.

   c. All parents, legal guardians, foster parents, caretakers and proxies must show proof of identity at certification and before benefits are issued.

II. The e-WIC card, together with entry of a valid PIN, 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. Names should be input into the computer as they are listed on the form of identification presented. This aids in preventing and detecting dual participation.

   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. Names may be input differently from the proof of identification only when there is a valid reason to do so, such as a name change due to:
      i. Marriage,
      ii. Divorce,
      iii. Adoption, etc.
      iv. Or, for infants, if the infant's correct full name is not listed on the infant form of ID.
      v. 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. Additional documentation should be requested when names do not match the proof of identity. When possible, names can be verified through another source such as the Medicaid Provider Eligibility Lookup Tool or Medicaid Managed Care System (MMCS). Comments must be entered into the computer explaining the reason the name does not match the form of ID presented.

d. When there is a legal name change from what was previously entered in VISION, first click “edit” and then click the “Add to Aliases” button. This stores the previous name in VISION and then you are able to change the record to the new name. By adding to aliases, this helps VISION's search function to find them in the future if they begin using the old name again. This will help prevent creating duals.

e. If the client requests that staff use a preferred name or nickname, this can be noted in comments as an alert. There is not currently a preferred name field in VISION.

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. Medicaid cards being used as proof of ID are considered expired if the applicant is not currently eligible for Medicaid. Proof of ID cannot be a photocopy unless the copy is certified or notarized. 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 if the name and date of birth is present or is verified in the provider lookup tool or MMCS.
    ii. Out of state Medicaid cards can be accepted from out of state transfer clients with a VOC.

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. Military ID

e. Birth certificate
    i. domestic or international

f. Consular Report of Birth Abroad (CRBA)

g. Passport
    i. domestic or international

h. Work or school ID

i. State issued identification card

j. Tribal identification card

k. 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. Foreign government national identification card or consular ID card

m. Mexico Consular ID Card (Matricula Consular)

n. Voter identification card – United States or Mexico

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

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

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

r. Infants only (ID must have at a minimum a last name and birth date):
   i. hospital card/crib card,
   ii. hospital bracelet,
   iii. official hospital document/discharge papers,
   iv. letter from midwife (for home births),
   v. letter from health care provider,
   vi. Utah WIC Program Newborn Identification Form,
   vii. immunization record.
   viii. MMCS verification
   ix. Medicaid provider lookup tool verification

VI. 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, photos of a driver license/ID card, 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.

VII. Personal recognition by clinic staff is not sufficient.

VIII. Subsequent Certifications. The e-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.

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 eWIC card is acceptable as proof of identification at the child certification.

IX. Transfer (in state or out of state). Any acceptable proof of identification as in initial certification is required.

a. VOC does not prove identity.

b. e-WIC card does not prove identity for transfers unless from within the same local agency.

c. Out of state Medicaid cards can be accepted from out of state transfer clients with a VOC.

X. Before replacement eWIC cards are issued, and when forgotten PINs are reset, 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.