

VIII. Certification Eligibility and Coordination of Services

8.1.210 Proof of Identity

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POLICY: The local agency (LA) must verify identity of each applicant, participant, authorized representative, and proxy for certification and food benefit issuance. Documents must be provided by the authorized representative or proxy.

PROCEDURES:

- A. The following documentation shall be accepted as proof of identity:
1. Birth certificate
 2. Driver license
 3. Employee identification card
 4. eWIC card with PIN
 5. Foster care placement letter
 6. Health insurance or Medicaid card
 7. Hospital record
 8. Immunization record
 9. Military identification card
 10. Naturalization papers
 11. Passport
 12. School identification card
 13. Social security card
 14. Social services benefit letter
 15. State identification with picture
 16. Voter registration card
 17. Exception - signed statement
- B. An immunization record generated by WIC staff cannot be used as proof of identity.
- C. A Verification of Certification (VOC) card cannot be used as proof of identity.
- D. Pending Proof:
2. If an applicant or participant fails to bring in proof of identity at the certification appointment, the agency shall choose one option below:
 - a. Inform the applicant, participant, parent, or guardian of the required documents needed and schedule a new certification appointment within regulatory time frames, or
 - b. If all other eligibility requirements are met and income and residency proofs have been provided, the applicant may self-declare identity.
 - i. The applicant must be notified of the self-declaration statement in the WIC Participant's Rights and Responsibilities.

- ii. The LA shall mark the pending proof box in the Missouri WIC Information Network System (MOWINS) and provide food benefits for only the current month's food package.
 - iii. The LA shall schedule the participant to return with the required proof of identity within 30 days or at the next available clinic day.
 - 3. No more than 30 days' worth of food benefits may be issued with pending proof.
- E. Exception: The proof of identity documentation requirement does not apply to individuals for whom the necessary documentation is not available and the requirement presents an unreasonable barrier to participation (e.g., homeless woman or child, migrant farmworker) and for whom the agency determines the proof of identity documentation requirement could not be obtained. Refer to [2.4.090](#) and [4.1.060](#). The LA must require the applicant to sign a statement stating why he or she cannot provide proof of identity. The LA shall scan the signed statement and save in the participant folder in MOWINS.