

Administration Volume
Certification Section

Residence Requirements for Participants (3.01800)

ER# 3.01800

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POLICY: The local WIC provider (LWP) shall assure applicants and participants meet Missouri WIC program residency requirements.

PROCEDURES:

- A. Applicant or participant must reside in Missouri, with limited exceptions, to be certified as eligible for the program.
 1. Residency shall be defined as the location or address where an applicant or participant routinely lives or spends the night and need not represent a legal residence.
 2. The LWP must request verify documentation of residency from the applicant or participant. (See exceptions in G)
 3. The LWP shall inform the applicant or participant of the need for residency verification when scheduling a certification or recertification visit.
 4. An individual who lives in a shared border state may be served in Missouri if they work or receive health care in Missouri. Exceptions to this requirement can be made with justification and approval from a member of the state WIC staff. The local WIC provider is required to take precautions to prevent dual participation by contacting the WIC program in the state from where the applicant came. Document the contact with the other State WIC program in the general notes in the participant folder in MOWINS.
 5. Length of residency shall not be a prerequisite to receiving WIC benefits.
- B. Applicants or participants have the option to be served by the LWP they choose, regardless of the service area in which they live or work. The LWP shall serve applicants or participants who reside outside their service area.
- C. When a WIC participant moves to Missouri from another state, the LWP shall request documentation of residency. A Verification of Certification (VOC) card does not represent proof of residency.
- D. Proof of residency is required and must be implemented in a manner that does not constitute a barrier to any applicant or participant, especially the homeless, military personnel, migrants, or other mobile populations.
- E. Acceptable proof of residency includes:
 1. Current utility bill/personal bills (e.g. credit card bill, student loan statement) mailed to residence within the last thirty (30) days.

2. Current rent or mortgage receipt.
3. Voter Registration card
4. Property Tax Receipt
5. Pay stub which has name and physical address and issued within last thirty (30) days.
6. Correspondence from a government office that does not provide WIC services (e.g., jury summons, social services letter).
7. A written statement from a reliable third party that has knowledge of the applicant's or participant's regular fixed or night time location. Reliable parties might include staff of a social service agency, church, legal aid society, shelter, or employer. Information regarding the third party verifier must be documented in General Notes in MOWINS.
8. Approved hospital record such as hospital chart when doing a hospital certification.

F. The type of document viewed is noted electronically in the participant folder in MOWINS.

G. Exceptions:

G.—1. An applicant with no proof of residency, such as a victim of a disaster, a homeless individual, or a migrant, must sign a statement attesting to his/her residency and why s/he cannot provide documentation of residency. Scan the signed statement and save in the participant folder in MOWINS. ~~In the situation where such a statement is used as the applicant's proof of residency, it is recommended that the LWP staff scan the signed statement, save it in the participant's folder and make a general note in MOWINS explaining why the applicant could not produce proof of residency.~~ Refer to [ER# 3.00500](#) and [ER# 2.05200](#).

H.—2. If an applicant or participant fails to bring in proof of residency at the certification or recertification appointment, the agency shall choose either option 1 or 2 below:

1. a. Inform the applicant, participant, or guardian of the required documents needed and schedule a new cert/recert appointment within 30 days regulatory time frames. **Or**
- b. If all other eligibility requirements are met, and income and identity proofs have been provided, the applicant self declares residency and signs the self-declaration statement in the Rights and Responsibilities. The agency shall then mark the pending proof box in MOWINS and print food instruments for the current month (1 – 30 days).
- i. Inform the applicant or participant of the required residency proof needed and schedule the participant to return with the proof within 30 days. No more than 30 days of food instruments may be issued until the proof of income is provided. There are no exceptions to the 30 day limit.

2. ~~Collect all the data for the certification and recertification up to but not including capturing rights/responsibilities and do not print checks. This leaves an incomplete certification in the system. If the participant fails to return with the required proof within 30 days of the date the partial cert/recert data was collected, the incomplete cert must be removed from MOWINS. A new cert/recert must be done.~~
- I. The LWP shall document type of proof reviewed electronically in the Residency Proof area of the Demographics screen in MOWINS. The LWP is not required to retain copies of proof provided.