

New Hampshire WIC Policy & Procedure Manual

Chapter 8. CERTIFICATION, ELIGIBILITY, & COORDINATION OF SERVICES

A. Eligibility Determination & Documentation

Proof of Residency

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| Purpose | To ensure that those applying for WIC benefits reside within New Hampshire and the local agency's service area. |
| Policy | At all certification and recertification appointments, the participant/applicant shall provide proof of residency. |
| Authority | 7 CFR 246.7(c) |
| Procedure | Proof of residency entails establishing the location or address where an applicant routinely lives or spends the night. |

Residency is verified through a current document such as a:

- Government issued identification card or driver's license,
- Mortgage statement containing the address,
- Current rent receipt,
- Current utility bill,
- New Hampshire resident tax receipt,
- Post-marked envelope with physical address and has parent, guardian, or caretakers name, or a
- Pay stub with name and address.

Staff shall enter the address that is on the residency proof presented as the physical address on the Demographic Screen. A Post Office (P.O.) Box cannot be accepted as proof of residency or used as a physical address. A different address, including a PO Box, may be entered upon request by the participant/applicant in the mailing address on the Demographic Screen. If an out of state mailing address is provided of one of the neighboring states (i.e. Vermont (VT), Maine (ME) or Massachusetts (MA), staff shall determine and document the reason/circumstances for the out of state mailing address and follow procedures for checking dual enrollment in the other state. Staff shall contact the State office for assistance with the request to add an out of state town for the mailing address to StarLINC. The request shall be sent to WIC@dhhs.nh.gov; all requests shall include justification and confirmation that dual WIC participation in the other state has been ruled out.

Refer to Chapter 8G WIC Bordering States Dual Participation.

Applicants may not receive NH WIC services while physically residing in another State.

Length of residence shall not be considered in determining eligibility. Foster children from another State residing with foster parents in NH shall be considered residents of NH.

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Applicants/participants, who meet the criteria to have residency verification waived, shall complete a self-declaration/no proof form. Staff shall document this in StarLINC under Proofs. A Self Declaration form shall be completed and signed by the participant/parent and filed with the participant record.

Exception

Applicants/participants may request to receive WIC benefits from another local agency within the state of NH, with mutual agreement from both local agencies.

If the applicant is a migrant farm worker, recent victim of theft or disaster, homeless or a temporary resident of an emergency shelter, residence verification documentation shall be waived and appropriate referrals for related services shall be made. This shall be documented in StarLINC and a Self-declaration/No proof form shall be completed by the applicant/participant. This documentation satisfies proof of residency for the current certification period only. Proof of residency shall be verified at the next certification.

If an applicant does not meet one of the above exception categories and fails to bring proof of residency (forgot proof), the local agency may, if determined that the applicant meets all other eligibility criteria, provide a temporary (up to 30 days) certification based on self-declaration (Proof pending/Temporary status in StarLINC) via a signed proof pending statement from the applicant and provided with an appointment and letter indicating what is needed to complete the certification. If the applicant fails to provide documentation within the temporary 30 day certification period, under no circumstance may a subsequent 30 day certification period or benefits be provided. If the applicant cannot provide, the individual shall be determined ineligible and not provided any additional benefits. While the applicant would have appeal and fair hearing rights, the agency is not required to provide advance notice of this action and the individual may not receive food benefits pending the appeal decision.