

## New Hampshire WIC Policy & Procedure Manual

### Chapter 8. CERTIFICATION, ELIGIBILITY & COORDINATION OF SERVICES

#### A. Eligibility Determination & Documentation

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##### **No Proof of Income and Zero Income**

<b>Purpose</b>	Applicants or participants with no proof of income or who have zero income shall be allowed access to WIC benefits by self-declaring their income via a signed statement.
<b>Policy</b>	A participant or applicant may self-declare that she/he has no proof of income (ie: paid in cash, migrant farm worker) or that their household income is zero dollars, when accompanied by a signed statement.
<b>Authority</b>	7 CFR 246.7(d)(v)(C), USDA WIC Policy Memo #2013-3
<b>Procedure</b>	An applicant or participant with no proof of income or who has zero income shall be allowed to apply for WIC benefits. Proof of Income policy and procedure shall be referenced for standard proof of income applicants and participants.

##### **No proof of Income:**

If requiring an applicant or participant to provide proof of income would present an unreasonable barrier to participation in the program, the applicant or participant may self-declare income via a signed statement for the duration of the certification period. Unreasonable barriers include homelessness, a migrant farm worker or a person who receives cash payments as income. It may also include an applicant or participant, parent or guardian who was a recent victim of theft, loss, domestic violence, or a disaster.

At income determination the staff shall check off the self-declared box in StarLINC. This will bring up a field for the WIC staff to record the reason for no proof and require the participant to sign attesting to the validity of the statement. A completed self-declaration statement and signature may be used to certify an applicant or participant for the full certification period. A copy may be printed and provided to the participant if requested.

##### **Zero Income:**

An applicant or participant may self-declare zero income and participate in the WIC program.

An applicant declaring zero income should also be prompted to describe their living circumstances (who is included in household) and how they obtain basic necessities such as food, housing, clothing and medical care, in order to meet the requirements of screening total household income. WIC staff shall document a brief summary in Admin Notes.

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The required form for declaring zero income will be automatically generated when the zero income check box is checked on the income screen. The applicant or participant shall provide an electronic signature attesting to the truth of zero income for their household.

WIC staff shall provide appropriate referrals based on the individual needs of the participant or applicant and follow-up at next appointment. WIC staff may request further documentation, such as a letter from a benefactor who is providing resources to the applicant (i.e. church, shelter).

#### **Exception**

If an applicant fails to bring proof of income to the WIC appointment, the local agency may certify the participant for a temporary (30 day) certification. The participant shall sign the proof pending statement and be provided a letter indicating what is needed to complete the certification.

If the applicant fails to provide the required 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 provides documentation and is found to be over income, the individual shall be determined ineligible and not provided any additional benefits. While the applicant has 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.