

**2.0 Eligibility/Certification***Effective Date: 10/13/2023***2.02 Proof of Residency**

**PURPOSE:** To ensure applicants/clients provide acceptable proof of residency for certification.

**DEFINITION:**

*Residency* means the location or address where the applicant routinely lives or spends the night.

**A. POLICY**

1. Proof of Michigan residency is required for initial certification and each subsequent certification of each applicant/client and authorized person. For an infant or child applicant, documentation of residency must be provided for the person with whom the infant or child resides.
2. Persons who are temporarily residing in Michigan, such as on military leave or vacation, and are *currently enrolled* in another state's WIC Program or WIC Overseas Program are eligible to transfer to Michigan WIC immediately, upon provision of proof of residency (or attestation) and verification of current WIC certification in another state. (See Policies, 3.04 Transfers and 2.19, Verification of Certification.)
3. Proof of residency must not constitute a barrier to any applicant/client, particularly to a person who is mobile, such as a person experiencing homelessness, a person in the military or a migrant family member.
4. Length of residency must not be a prerequisite to receiving WIC benefits.
5. Acceptable forms of proof of residency may be provided in paper or electronic format, such as via phone, tablet, email, or other electronic source. Electronic documentation may be provided/shown in person or sent to the local agency via secured electronic means. This documentation can be received at any point during the certification process, from the date of application until the certification is complete. (See Policy 3.01, Processing Timeframes and Appointment Scheduling.)  
Examples include:
  - a. Michigan ID
  - b. Voter registration
  - c. Utility or rent/mortgage receipt
  - d. Passport/Visa
  - e. Homeless shelter address
  - f. Mihealth card or other Michigan Medicaid enrollment paperwork
  - g. Driver's license
  - h. Other records that the WIC State Agency considers adequate to verify

residency.

Note: One type of documentation may serve as proof for multiple certification documentation requirements (i.e., a pay stub containing a current address may be used as proof for both income and residency).

6. Local agencies are responsible for provision of WIC services to Michigan applicants/clients who reside within their designated service area (i.e., county or tribe). Local agencies may also provide services to applicants who reside outside their designated service area if caseload permits.
7. An applicant/client who possesses proof of residency but did not provide it at the time of certification or subsequent certification may be eligible for a short certification. (See Policy 2.17, Certification Periods.)
8. An applicant/client who does not possess proof of residency must be fully certified with the completion of an attestation form. This may include, but is not limited to:
  - a. A victim of theft, loss, or disaster.
  - b. A person experiencing homelessness.
  - c. A migrant.
  - d. A person holding a WIC VOC from another state. (See Policy 3.04, Transfers.)
  - e. A person who has recently moved into the service area.
9. Applicants/clients who do not possess/provide proof of residency during the initial certification must provide proof at the subsequent certification.
10. U.S. citizenship is not required for Michigan WIC Program eligibility.
11. Residency need not represent a legal address/residence (e.g., homeless shelter, migrant farmworker housing, or other less traditional housing arrangement such as living with other people are acceptable).
12. Staff who confirm residency must document the type of proof provided.
13. For EBT security, an address must be documented in the system for clients who are experiencing homelessness or there must be an indication for “no mail” preference. Local agencies may develop policy related to the address that will be stored in the data system for these clients.
14. State agencies must take steps to ensure that confidentiality standards are adhered to, and appropriate security measures are adopted.

**B. GUIDANCE:**

1. If the State or local agency has reason to believe information received is questionable, WIC clinic staff shall take steps to verify the information presented.

**Reference:**

7 CFR 246.7(c)

USDA WIC Policy Memorandum #99-4 March 11, 1999: Strengthening Integrity in the WIC Certification Process

USDA WIC Certification and Eligibility Resource and Best Practices Guide, June 2021

USDA WIC Policy Memorandum #2023-6 May 10, 2023: Streamlining Certification – Documentation Guidance

**Cross Reference:**

2.17 Certification Periods

2.19 Verification of Certification

3.01 Processing Timeframes and Appointment Scheduling

3.04 Transfers