
Subject: Residential Eligibility and Proofs

Effective Date: December 1, 2014

Revised from: October 1, 2014

Policy: A client must live in the State of Kansas. Proof of residency must be documented for each certification and for all client transfers.

Reference: CFR §246.7

Procedure:

1. Caregivers and clients are instructed to bring proof of residency to each certification and when bringing transfer information.
 - a. Residency does not have to be a legal residence and the length of residency cannot be a prerequisite to receiving WIC benefits. (See [CRT 05.01.00 - Homeless Clients](#).)
 - b. Proof of residency must be current and may be provided electronically or in paper form. Examples of source documents include:
 - ◆ Business / Official Letters
 - ◆ Rent or mortgage receipts
 - ◆ Utility bills
 - c. Proof that could be created by clients themselves, such as a personal letter/envelope, is not an acceptable form of proof of residency.
2. If the source document indicates a P.O. Box only, and/or if doubt exists as to the client's residency status or situation (e.g. homeless), ask the person to describe where they live and routinely spend the night.
 - a. Staff shall determine that the client meets the residency requirement if the staff has reasonable assurance that the eligibility condition has been met.
 - b. Refer to [CRT 05.01.00 - Homeless Clients](#) and [CRT 05.01.01 - Homeless Facility or Other Institution](#) for more information regarding the homeless and incarcerated persons.
3. Document the type of identity proof in the client's KWIC record.
4. If proof of residency is not provided at the certification appointment, but other eligibility criteria are met, the client may be issued 1 month of checks.

Refer to [CRT 03.00.00 Certification Visit](#) (procedure item #7) for information if proof exists but is not brought to the appointment versus if no proof exists.

- a. LA staff must check the appropriate "Proof Pending" check box in KWIC.

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- b. Clients must sign the electronic signature pad when the appropriate “Proof Pending” statement appears.
 - c. Required proofs must be presented within 30 days of the certification date as to when proofs were missing.
 - d. If the applicant or client fails to provide the required proof within the 30 day time limit, the applicant or client will be terminated from the program.
 - Not required to provide the 15 day advance notice of termination.
 - e. Under no circumstances can a second subsequent 30-day certification period be used if the applicant or client fails to provide the required proof.
 - f. If the client brings proofs more than 30 days after the certification date, the whole certification process must start over.
5. If proof of residency does not exist (such as for a migrant farmworker, homeless person, disaster victim), the applicant may self-declare proof of residency. Refer to [CRT 03.00.00 Certification Visit](#) (procedure item #7).
6. A client generally lives in the clinic service area. However there are instances where it would be a hardship for the client to access the WIC program in another location. The needs of the client should be the primary focus. Circumstances should be documented in the client record. Contact the State Agency if there are concerns regarding this issue. Examples when service might be in a different clinic service area include, but are not limited to:
- a. A client lives in one service area, but works and shops in another service area.
 - b. A client has difficulty getting to the clinic for appointments because his or her work schedule conflicts with the clinic schedule, even if they make accommodations. The other clinic has Saturday clinics the client could easily attend.