
Subject: WIC Program ID Card

Effective Date: October 1, 2014

Revised from: October 1, 2011

Policy: WIC clients are required to provide photo identification when redeeming WIC checks at WIC authorized grocery stores. During the certification process if it is determined that no photo identification can be obtained a WIC Program ID card can be issued to the client. The WIC Program ID card can only be used for proof of identification at WIC authorized grocery stores to redeem checks. It cannot be used as proof of identity for check pick-up or certification appointments. The WIC Program ID card will display names of the persons eligible to redeem WIC checks. The card must be signed by the caregiver and the alternate caregiver. The alternate caregiver does not need to be in the presence of Local Agency (LA) staff to sign the card.

Reference: CFR §246.7

Procedure:

1. At a certification visit, issue a WIC Program ID card to the caregiver once it has been determined that photo identification cannot be obtained
 - a. Staff shall not issue the card if the caregiver forgets to bring proof of her/his identity to the certification visit. This situation is handled in the same manner as when the client forgets other documentation. (See [CRT 03.00.00](#) Certification Visit.)
 - b. Staff shall not issue the card if the caregiver has a photo ID that is issued from another country, or an expired photo ID, as these are accepted at WIC authorized vendors as proof of ID.
 - c. If staff determines that the client/caregiver may self-declare identity, the card may be issued upon completion of the Self-Declaration of Identity form. (See [CRT 03.00.00](#) Certification Visit.)
 - d. Other forms of identification can be used as proof during the certification visit (See [CRT 04.00.00](#) Proof of Identity)
2. The caregiver signs the WIC Program ID Card in the presence of WIC staff.
3. The alternate caregiver may sign the WIC Program ID Card outside the presence of WIC staff.
4. Document that a client has been issued a WIC Program ID Card by selecting "WIC Program ID Card" in the list of handouts in KWIC. "WIC Program ID Card" will show in KWIC for all client categories. The WIC Program ID Card is considered a handout for purposes of documentation

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5. Each clinic site is responsible for the security of blank Identification cards at all times. Store the ID cards in a locked, secure place with limited access when not being used. Never leave ID cards unattended or the storage area unlocked.

6. Order WIC Program ID Cards from the State Agency using the [WIC Publications Order Form](#) found in the Forms section of the PPM. Cards are available in English only.