

## WIC Income Determination & Certification Form Documentation



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## Training Goal & Objectives

Goal: To educate WIC staff on income determination and documentation.

Objectives:

- State the documents required of WIC applicants
- Determine income eligibility based upon the guidelines
- Identify policy requirements for completion of the WIC Certification Form

## Items you will need for this webcast

- Illinois WIC Policy and Procedure Manual
  - WIC Certification Form
  - Assessing for Separate Households
  - WIC Income Guidelines
- Memorandum on the Subject of Adjunctive Eligibility/PA42 Screen dated July 1, 2015
- Calculator

## General Requirements

### Policy CS 1.1

- To be eligible for participation in the WIC Program, WIC applicants (infants and children under five years of age, pregnant, lactating and non-lactating postpartum women) must meet specific criteria for residency, income, and nutritional risk.
- Proof of the following must be documented at each certification per guidance in the corresponding section: residency, income, identification, pregnancy (as applicable), nutrition risk
- A parent, guardian, foster parent, or caretaker must be present at each certification to provide required signatures.

## Review Proof of Eligibility

		Participant Category	
Client Name:	<input type="text" value="Participant's Name"/>	Check One:	<input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> N <input type="checkbox"/> I <input type="checkbox"/> C
Client I.D.:	<input type="text" value="Cornerstone Participant Identification Number"/>	Physical Presence (check the appropriate box):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Birth:	<input type="text" value="Participant's Birthdate"/>	(If no, cite reason for exception):	<input type="text" value="Policy CS 1.1"/>
<b>Documents Provided for Proof</b>	Identification: <input type="text" value="Policy CS.4.1"/>	Residence: <input type="text" value="Policy CS.2.1"/>	Pregnancy: <input type="text" value="Policy CS.5.1"/>

- Physical Presence: WIC participants must be seen in the clinic at each certification, even if certification is based on referral data. Local agencies must grant an exception to applicants who are qualified individuals with disabilities and are unable to be physically present at the WIC clinic because of their disabilities or applicants whose parents or caretakers are individuals with disabilities that meet this standard.

## Identity

*Policy: CS 4.1*

- Applicants are required to present proof of identity at each certification appointment.
- The local agency must check the identity of parents, guardians, or caretakers when issuing food instruments for infants and children.
- Acceptable documents include, but are not limited to:
 

<p><b>Women</b></p> <ul style="list-style-type: none"> <li>Current Driver's License</li> <li>Government Issued ID</li> <li>Passport</li> <li>Tax Forms</li> <li>Social Security Card</li> <li>School or Work ID</li> <li>Illinois Medicaid Card</li> <li>Birth Certificate</li> </ul>	<p><b>Infants &amp; Children</b></p> <ul style="list-style-type: none"> <li>Birth certificate (legal or hospital)</li> <li>Immunization Record</li> <li>Hospital ID Bracelet</li> <li>Crib Card</li> <li>Social Security Card</li> <li>Illinois Medicaid Card</li> </ul>
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- The WIC ID Card may be used as proof of ID at subsequent certifications and appointments, once initial proof of ID has been established.

## Residency

### *Policy: CS 2.1*

- State of Illinois residency is required
- Acceptable forms of documentation:
  - Current piece of mail (<60 days old)
    - Examples: utility bill, auto registration, clinic appointment reminder to home address
  - Rental agreement
  - Verbal confirmation from Case Manager or Transporter who has been in the home within the past 30 days
  - Drivers license or military base orders may be used with self-declaration of the applicant that the address listed is current and correct
- Special Circumstances:
  - Living temporarily with family/friends who do not have any mail may present a letter from the person they are residing with.
  - Homeless participants may use the address of a shelter or clinic and must be clearly entered in the participants record
- Institutionalized Participants:
  - If the institution provides meals the applicant is not residentially eligible.
  - The institution must not accrue financial or in-kind benefits from WIC, and foods items purchased with WIC Food Instruments must not be used in communal feeding.

## Pregnancy

### *Policy: CS 5.1*

- Documentation must be requested at certification
  - If not available during certification, it does not prohibit the woman from being eligible.
  - The woman must be given 90 days to provide proof of pregnancy and if that is exceeded, termination of the certification may happen..
- Acceptable forms of documentation:
  - Statement from a physician, or other authorized, licensed health care professional
  - Statement from the local agency prenatal clinic or on-site pregnancy testing
  - Ultrasound which includes date and applicant's name
  - Prenatal vitamin prescription or bottle which includes date and applicant's name
- Conditional Determination:
  - Verbal confirmation from physician or other authorized, licensed health care professional may be used until written documentation is available.
- If the applicant is noticeably and clearly pregnant and able to give her expected date of confinement a Certifying Health Professional can determine a woman is “visibly pregnant” and document it in the record.

# Income Eligibility

Income Eligibility		Determination based upon the following proof of income and economic unit size. Economic Unit Size: _____		
Adjunct Eligibility	Current Check Stub	Gross Income	Other	No Income (explain)
		1st Income	<input type="checkbox"/> 2nd Income	
<b>Assistance Type</b>	<b>Active</b>		<input type="checkbox"/> No 2nd income declared	Source _____
Medicaid	<input type="checkbox"/>	Gross Income Amount _____		_____
*SNAP	<input type="checkbox"/>	x Frequency _____		_____
TANF	<input type="checkbox"/>	= Calculated Amount \$ _____		_____
<small>*Benefits are not included as income</small>				_____
<b>Total Annual Income:</b> \$ _____		Determined by <input type="checkbox"/> Calculated Income OR <input type="checkbox"/> Verbally Declared Income		

## Income

*Policies: CS 3.1 – CS 3.6*

- The Illinois WIC Program uses the Federal Income Eligibility Guidelines for program eligibility.
- These guidelines reflect 185% of the Federal poverty income guidelines.
- USDA publishes guidelines annually.
- Applicants must provide proof of income for the family/economic unit income at certification.

## Determining Economic Unit

*Policy: CS 3.1 & Addendum*

- Household, Economic Unit, and Family are terms that are used interchangeably.
- “Family” – a group of related or nonrelated individuals who are living together as one economic unit (*exception: residents of a homeless facility or an institution are not considered as members of a single family*). Family members share income and consumption of goods and/or services. Persons living in the residences of others, whether related or not, are likely to be receiving support and some commingling of resources which renders them members of the economic unit in which they live.
- The Assessing for Separate Households Addendum can be used to determine if more than one economic unit lives under one roof.

## Determining Economic Unit

*Policy: CS 3.1 & Addendum*

- Pregnant women are counted as two or more individuals (according to the number of fetuses in utero). The same increased family size may be used for any of the pregnant woman’s categorically eligible family members.
- Foster children who remain the legal responsibility of a welfare or other social service agency can never confer adjunctive income eligibility of family members.
- A foster child is considered a one-person household for WIC purposes.

## Income

*Policy: CS 3.1*

- Income is the gross cash income earned by any and all members of a family before deductions for income taxes, employees' social security taxes, insurance premiums, bonds, etc.
  - Monetary compensation: wages, salary, commissions, or fees
  - Net income from farm & non-farm self-employment
  - Social Security
  - Dividends or interest on savings or bonds, income from estates or trusts, or net rental income
  - Public assistance or welfare payments
  - Unemployment compensation
  - Government civilian employee or military retirement or pensions or veterans' payments
  - Private pensions or annuities
  - Alimony or child support payments
  - Regular contributions from persons not living in the household
  - Net royalties
  - Other cash income

## Timeframes for Income

*Policy: CS 3.1*

- The decision to calculate current or annual income must be based on which provides the best indicator of the family's present circumstances.
 

<p><b>Current</b></p> <ul style="list-style-type: none"> <li>• Income received by the household during the month (30 days) prior to the date the application for WIC benefits is made.</li> <li>• If the income assessment is being done prospectively, "current" refers to income that will be available to the family in the next 30 days.</li> <li>• Unemployed persons (including laid-off) must have income eligibility determined by their current rate of income.</li> </ul>	<p><b>Annual</b></p> <ul style="list-style-type: none"> <li>• In some cases annual income may be a more appropriate indicator of the need for WIC benefits</li> <li>• Cases may include:               <ul style="list-style-type: none"> <li>– Self-employed persons whose income fluctuates</li> <li>– Families in which a member is on a temporary leave of absence from employment</li> <li>– Teachers who are paid on a 10-month basis</li> <li>– College students who work only during the summer months and school breaks</li> </ul> </li> </ul>
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## Adjunctive Eligibility

*Policy: CS 3.2*

- WIC extends adjunctive income eligibility to applicants who are certified as eligible to receive:
  - Supplemental Nutrition Assistance Program (SNAP)
  - Temporary Aid to Needy Families (TANF)
  - Federal Medicaid (Title XIX) program benefits
  
- Adjunct income eligibility for WIC is only extended to an individual who is a member of a family when:
  - the family receives SNAP
  - the family receives TANF
  - the family contains a pregnant woman or infant who is (Federal) Medicaid eligible

## Adjunctive Eligibility

*Policy: CS 3.2*

Please refer to the handout : Memorandum on the subject of Adjunctive Eligibility/PA42 Screen dated July 1, 2015



# How to look up SNAP cases

<https://ebt-link.illinois.gov/ilebtclient/login.recip>

The screenshot shows a web browser window with the URL <https://ebt-link.illinois.gov/ilebtclient/login.recip>. The page header includes the Illinois Department of Human Services logo and navigation links for various portals. The main content area features a login form with the following elements:

- Header:** "As an Illinois Link cardholder, you may login to view and manage your Link card accounts."
- To login:**
  1. Enter your Social Security Number
  2. Enter your Date of birth
  3. Enter **either** your 4 digit PIN **or** your Card Number
  4. Click Login
- It's that easy!**
- Form fields:**
  - Social Security Number: [ ]-[ ]-[ ]-[ ]-[ ]-[ ]
  - Date of Birth (mm/dd/yyyy): [ ]/[ ]/[ ]
  - PIN (4 Digits): [ ]
  - or Card Number: [ ]
  - LOGIN button
- IMPORTANT NOTICES:** Scan using SNAP Hotline (800-221-5699) to make unsolicited calls to public. The callers ask for personal information and offer aid in completing applications. Never provide personal info to unsolicited callers. If you believe you have received these calls, you may file a complaint with the FCC.
- Helpdesk:** If you have questions, please call the Illinois Link Helpdesk: 1-800-678-LINK (5465)

Illinois EBT Link Card: Card Balances Page 1 of 1

**Illinois**  
Department of Human Services

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**Illinois Electronic Benefit Transfer (EBT) Link Card**  
1-800-678-LINK (5465)

SPRINGFIELD IL 627034169

Check Transaction History

Sep 2015

SEARCH

Card Balances

Report Problem Card

Request Replacement

Select/Change PIN

Check Card Status

Log Out

**Card Balances**

Card Number	Status	Issue Date	Status Date	SNAP Balance	Cash Balance
██████████ *8836	Active	02/04/2014		\$33.32	\$0.00

**Pending Benefits**  
No pending benefits have been issued

**SNAP Benefits Information**

You are scheduled to receive SNAP benefits on the 13th of every month through 10/2015.

This shows WIC Adjunctive Eligibility.

## Adjunctive Eligibility

Policy: CS 3.2

Mark type of assistance currently received

Leave Current Check Stub, Other, No Income Blank

Enter Number in Economic Unit

Income Eligibility		Determination based upon the following proof of income and economic size. Economic Size:			
Adjunct Eligibility		Current Check Stub	Gross Income	Other	Info Income (explain)
<b>Assistance Type</b>	<b>Active</b>		1st Income <input type="checkbox"/> 2nd Income		
Medicaid	<input type="checkbox"/>		<input type="checkbox"/> No 2nd income declared	Source	
*SNAP	<input type="checkbox"/>	Gross Income Amount			
TANF	<input type="checkbox"/>	x Frequency			
*Benefits are not included as income		= Calculated Amount	\$	\$	Amount \$
<b>Total Annual Income:</b>		\$	Determined by <input type="checkbox"/> Calculated Income OR <input type="checkbox"/> Verbally Declared Income		

Document the applicant's "Verbally Declared Income" next to the dollar sign and mark that box.

## Traditional Income Eligibility

*Policy: CS 3.3*

- Determine the total economic unit size
- Calculate total household/economic unit income
- Compare the total household/economic unit income to the current income guidelines
- Document the method of income determination used on the WIC Program Client Certification Form

## Traditional Income Eligibility Screening

*Policy: CS 3.3*

- If using check stubs, 1 may be used if it provides enough information to accurately project the annual income, otherwise 2 are required.
- If income is not brought to the clinic, staff may terminate the Certification process, reschedule the appointment, and no food instruments should be issued.
  - Exceptions would include those cases where individuals cannot provide written documentation such as: homeless individuals, migrant farm workers or individuals who work for cash
  - Applicants who declare Zero Income should describe their living circumstances and how they obtain basic living necessities in order to determine whether they are truly with minimal resources or actually part of a larger economic unit.

# Calculating Annual Income

- Compare the total annual income to the published current income guidelines for the household size to make the final income eligibility determination.
- The method of documentation must be noted on the front of the WIC Client Certification Form.

Income Eligibility		Determination based upon the following proof of income and economic unit size. Economic Unit Size: _____		
Adjunct Eligibility	Current Check Stub	Gross Income		No Income (explain)
<b>Assistance Type</b>	<b>Active</b>	1st Income	<input type="checkbox"/> 2nd Income	Source _____ _____ _____ Amount \$ _____
Medicaid	<input type="checkbox"/>		<input type="checkbox"/> No 2nd income declared	
*SNAP	<input type="checkbox"/>	Gross Income Amount _____		
TANF	<input type="checkbox"/>	x Frequency _____		
*Benefits are not included as income		= Calculated Amount \$ _____	\$ _____	
<b>Total Annual Income:</b>		\$ _____	Determined by <input type="checkbox"/> Calculated Income OR <input type="checkbox"/> Verbally Declared Income	

Total "Calculated Income" must be documented next to the dollar sign and mark that box.

# Documentation vs Verification

- "Documentation of Income" means the presentation of written documents, such as current pay stubs or unemployment benefits, earnings statements, and W-2 Forms. *Applicants must provide income documentation for their economic unit at certification.*
- "Verification of Income" is a process where the documentation presented, is validated through an external source other than the applicant. *This is not a requirement in Illinois WIC.*

## Current Check Stub Example

Example: 2 Incomes Provided;  
if had only 1 Income then would  
mark "No 2nd Income declared" box

Economic Unit Size is 3

Income Eligibility		Determination based upon the following proof of income and economic unit size. Economic Unit Size: <u>3</u>			
Adjunct Eligibility	Current Check Stub	Gross Income		Other	No Income (explain)
<b>Assistance Type</b> Active		1st Income	<input checked="" type="checkbox"/> 2nd Income	Source	
Medicaid <input type="checkbox"/>			<input type="checkbox"/> No 2nd income declared		
*SNAP <input type="checkbox"/>	Gross Income Amount	\$520	\$195		
TANF <input type="checkbox"/>	x Frequency	52	24		
<small>*Benefits are not included as income</small>	= Calculated Amount	\$ 27,040	\$ 4,680	Amount \$	
<b>Total Annual Income:</b>	\$ 31,720	Determined by <input checked="" type="checkbox"/> Calculated Income OR <input type="checkbox"/> Verbally Declared Income			

Total Annual Income reflects "Calculated Income" of Current Check Stub from 2 Incomes; both provide for Economic Unit Size listed

## Other Income Example

Other Income Source:  
"Tax Form" & \$ Amount

Economic Unit Size is 5

Income Eligibility		Determination based upon the following proof of income and economic unit size. Economic Unit Size: <u>5</u>			
Adjunct Eligibility	Current Check Stub	Gross Income		Other	No Income (explain)
<b>Assistance Type</b> Active		1st Income	<input type="checkbox"/> 2nd Income	Source	
Medicaid <input type="checkbox"/>			<input type="checkbox"/> No 2nd income declared	Tax Form	
*SNAP <input type="checkbox"/>	Gross Income Amount				
TANF <input type="checkbox"/>	x Frequency				
<small>*Benefits are not included as income</small>	= Calculated Amount	\$	\$	Amount \$ 38,950	
<b>Total Annual Income:</b>	\$ 38,950	Determined by <input checked="" type="checkbox"/> Calculated Income OR <input type="checkbox"/> Verbally Declared Income			

Total Annual Income reflects "Calculated Income" of Other Income based upon Tax Form provided for the Economic Unit Size listed

## No Income Example

No Income:  
document explanation

Economic Unit Size: 2

Income Eligibility		Determination based upon the following proof of income and economic unit size: Economic Unit Size: 2			
Adjunct Eligibility	Current Check Stub	Gross Income		Other	No Income (explain)
<b>Assistance Type</b> <b>Active</b> Medicaid <input type="checkbox"/> *SNAP <input checked="" type="checkbox"/> TANF <input type="checkbox"/> <small>*Benefits are not included as income</small>	Gross Income Amount _____ x Frequency _____ = Calculated Amount \$ _____	1st Income _____ \$ _____	<input type="checkbox"/> 2nd Income <input type="checkbox"/> No 2nd income declared \$ _____	Source _____ Amount \$ _____	Living with Aunt, provides support for living expenses
<b>Total Annual Income:</b> \$ 1,200		Determined by <input type="checkbox"/> Calculated Income OR <input checked="" type="checkbox"/> Verbally Declared Income			

Total Annual Income represents "Verbally Declared Income"  
 applicant stated an estimated \$100 per month financial support for  
 the Economic Unit Size listed

## Military Families & WIC Income Exclusions

*Policy: CS 3.4 & CS 3.5*

There is specific guidance on how to handle military families as well as the different income exclusions. Refer to policy 3.4 and 3.5 for more information.

Apply the information learned by  
completed the Income Determination &  
Documentation worksheet



Thank You  
for participating in this presentation on  
Income Determination and Documentation  
Worksheet answers for today's presentation  
will be available from your Regional  
Nutritionist Consultant

