

Identification Requirements by WIC Contact Type

6/2024

WIC Contact Type ¹	Adult Participant Identification	Infant or Child Participant Identification	Authorized Representative or Proxy Identification ²
Initial Certification	<ul style="list-style-type: none"> ▪ Baptismal certificate ▪ Birth certificate ▪ Driver's license ▪ Health benefits (insurance) card ▪ Immunization record ▪ Pay stub ▪ Phone/online system such as MA ▪ Photo ID (e.g., government ID- including tribal governments and governments of other countries, employer ID, School ID) ▪ Social security card ▪ Social services benefits card ▪ Voter Registration Card 	<ul style="list-style-type: none"> ▪ Baptismal certificate ▪ Birth certificate ▪ Health benefits (insurance) card ▪ Hospital crib card ▪ Immunization record ▪ Phone/online system such as MA ▪ Photo ID (e.g., government ID- including tribal governments and governments of other countries, employer ID, School ID) ▪ Social security card ▪ Social services benefits card 	<ul style="list-style-type: none"> ▪ Baptismal certificate ▪ Birth certificate ▪ Driver's license ▪ Health benefits (insurance) card ▪ Immunization record ▪ Pay stub ▪ Photo ID (e.g., government ID- including tribal governments and governments of other countries, employer ID, School ID) ▪ Social security card ▪ Social services benefits card ▪ Voter Registration Card
Re-Certification	<ul style="list-style-type: none"> ▪ All ID types valid for Initial Certification ▪ Known to staff³ ▪ WIC Card 	<ul style="list-style-type: none"> ▪ All ID types valid for Initial Certification ▪ Known to Staff ▪ WIC Card 	<ul style="list-style-type: none"> ▪ All ID types valid for Initial Certification ▪ Verbal verification of identity⁴
Out-of-State Transfer	<ul style="list-style-type: none"> ▪ All ID types valid for Initial Certification 	<ul style="list-style-type: none"> ▪ All ID types valid for Initial Certification ▪ Valid Verification of Certification (VOC) 	<ul style="list-style-type: none"> ▪ All ID types valid for Initial Certification
In-State Transfer	<ul style="list-style-type: none"> ▪ All ID types valid for Initial Certification 	N/A	<ul style="list-style-type: none"> ▪ All ID types valid for Initial Certification ▪ Verbal verification of identity⁴

EXHIBIT 5-C: IDENTIFICATION REQUIREMENTS BY WIC CONTACT TYPE

WIC Contact Type ¹	Adult Participant Identification	Infant or Child Participant Identification	Authorized Representative or Proxy Identification ²
Initial WIC Card Issuance	<ul style="list-style-type: none"> All ID types valid for Initial Certification 	N/A	<ul style="list-style-type: none"> All ID types valid for Initial Certification
Mid-Certification Nutrition Education/ Benefit Issuance Replacement Card Issuance	<ul style="list-style-type: none"> All ID types valid for Initial Certification Known to staff³ Verbal verification of identity⁴ 	N/A	<ul style="list-style-type: none"> All ID types valid for Initial Certification Verbal verification of identity⁴
Change of guardianship (foster care)	N/A	N/A	<ul style="list-style-type: none"> All ID types valid for Initial Certification

¹ Identification requirements by WIC Contact Type apply to both in-person and remote service delivery, unless otherwise noted.

² The identity of the Authorized Representative (e.g., parent/guardian) or proxy must be verified for all contacts made on behalf of a child or infant participant and for contacts made by anyone other than the participant themselves.

³ *Known to Staff* is an acceptable form of identification for adult participants during in-person services only.

⁴ For **verbal verification of identity**, WIC staff must:

1. Confirm the person’s identity by cross-referencing their name with that of an adult participant, authorized representative, or proxy listed in participant record, and
2. Request validation of at least two of the following details:
 - o The Primary Card Holder’s (PCH’s) date-of-birth,
 - o The zip code of the household’s mailing address, and/or
 - o The names of household members participating in WIC.

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