



# WIC Eligibility Check List

Appointment date: \_\_\_\_\_ Appointment time: \_\_\_\_\_

**In order to receive or continue to receive WIC services, you will need to bring in the following:** (Let WIC staff know if you cannot bring in any of the persons or items listed below.)

- ✓ **Bring each member of the household that you want to receive WIC services.**
- ✓ **Income of Household.** (See side 2 for acceptable types of proof.)
- ✓ **Where You Live (address or residence).**  
Please bring in ONE proof of where you live.  
The document must be current and show your name and address (no P.O. box numbers).
- ✓ **Identification.** Please bring in ONE proof of identification for **you** and ONE proof for any **infant or child** who is applying for WIC. The document must be current.

### Items that are allowed are:

- Utility bill (**Electronic versions acceptable**)
- Unemployment benefits (**Electronic versions acceptable**)
- Bank statement (**Electronic versions acceptable**)
- Pay check/stub with name and address (**Electronic versions acceptable**)
- Insurance statement
- School record, recent
- Driver's license
- Foster child placement letter/notice
- Housing, rent/mortgage agreement
- Letter from person applicant lives with and proof of address (such as utility bill, etc. with the name/address of the individual with whom the applicant or client is living)
- Military orders, U.S.
- Official map/residence location
- Photo ID card, official
- Shelter letter signed/dated by staff
- Property tax receipt
- Voter registration card
- Motor Vehicle Registration

### Items that are allowed are:

- Baptismal certificate
- Birth certificate
- School ID or record, recent
- Court order (divorce, child support, alimony, adoption)
- Driver's license
- Foster child placement letter/notice
- Healthy Start Risk Screening form, completed
- ID card for health, work, or social services (The Medicaid provider insurance card can be used if it displays the name, date of birth, and effective date. The gold Medicaid card cannot be used for identification or adjunctive eligibility determination.)
- Hospital records for infants only (for example, crib card, ID bracelet, discharge papers, application for Social Security card or birth certificate)
- Immigration record
- Immunization record
- Marriage license
- Medical record
- Military ID, U.S.
- Passport
- Paycheck/stub with name (**Electronic versions acceptable**)
- Photo ID card, official
- Social Security card
- Supplemental Security Income letter
- Unemployment benefits (**Electronic versions acceptable**)
- Voter registration card

### When available, bring these items for ALL members of the household that are applying for WIC:

- IMMUNIZATION RECORD for the infant or child
- Social Security number
- Florida WIC Medical Referral Form completed by the doctor or health clinic
- Your WIC EBT card, if you have one

Note: Citizenship and immigration status are not conditions of eligibility for WIC.  
 Note: Photos of documents are not acceptable electronic documentation.

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**Proof of Income.** Please bring in proof of income for **EVERYONE** living in the household, even if they are not part of your family. **Items that are counted as income are:**

Type of Income	Proof of Household Income
<b>Automatic Income Eligibility</b>	<ul style="list-style-type: none"> <li>• Notice of Case Action for Medicaid, Food Assistance, or Temporary Cash Assistance (TCA) show current eligibility for the WIC applicant or certain allowable family members. The Medicaid gold card and Medicaid provider insurance card are not acceptable proof of household income.</li> </ul>
<b>Alimony and/or Child Support</b>	<ul style="list-style-type: none"> <li>• Court order or divorce decree including amount of alimony and/or child support, or</li> <li>• Computer printout from the court, or signed and dated letter from the court or person making the payments showing current amount of alimony and/or child support</li> </ul>
<b>Employment (For ALL Jobs) – Salary, Wages, Fees, Tips, Bonuses, Overtime Pay, Commissions</b>	<ul style="list-style-type: none"> <li>• <b>Proof of gross<sup>1</sup> income must be all income for the last 30 days. If paid weekly, bring 4 pay checks/stubs<sup>2</sup>; if paid monthly, bring one paycheck/stub<sup>2</sup>; if paid every two weeks or biweekly, bring two paychecks/stubs<sup>2</sup>, or</b></li> <li>• Signed/dated letter (on company letterhead) from employer(s) indicating <b>gross<sup>1</sup></b> earnings for a specified pay period.</li> </ul>
<b>Foster Child and Shelter Child Payments</b>	<ul style="list-style-type: none"> <li>• Copy of most recent check to the foster/shelter parent for this foster/shelter child, or</li> <li>• Signed/dated foster/shelter child placement letter from Department of Children and Families (on letterhead) with amount and frequency for foster/shelter care, or</li> <li>• Court Order for foster/shelter child placement with amount and frequency for care</li> </ul>
<b>Interest or Dividends</b>	<ul style="list-style-type: none"> <li>• Bank statements<sup>2</sup> or other company documents showing dates and amount paid out regularly, cashed or withdrawn from savings, investments, trusts, estates, bonds, etc.</li> </ul>
<b>Living Off Savings</b>	<ul style="list-style-type: none"> <li>• Savings book or bank statement<sup>2</sup> showing regular and/or irregular withdrawals</li> </ul>
<b>Lump Sum(s)</b>	<ul style="list-style-type: none"> <li>• Lump sum payments considered as “new money” include gifts, inheritances, severance pay, winnings, or payments from lottery, gaming, gambling or bingo</li> </ul>
<b>Military</b>	<ul style="list-style-type: none"> <li>• Most recent Leave and Earnings Statement (LES) showing gross amount—can be up to 60 days old.</li> </ul>
<b>Rental Income</b>	<ul style="list-style-type: none"> <li>• Ledger or other records showing dates and total amount received, or</li> <li>• 1040 form for the past year</li> </ul>
<b>Retirement</b>	<ul style="list-style-type: none"> <li>• Most recent check stub<sup>2</sup> showing current amount and frequency, or</li> <li>• Statement showing current pension, annuity or retirement amount and frequency</li> </ul>
<b>Self-Employment</b>	<ul style="list-style-type: none"> <li>• 1040 form for past year</li> </ul>
<b>Social Security, SSI (Supplemental Security Income)</b>	<ul style="list-style-type: none"> <li>• Most recent check stub<sup>2</sup>, check<sup>2</sup> or copy of most recent check<sup>2</sup> showing current amount and frequency, or</li> <li>• Signed/dated award letter from Social Security office showing current amount and frequency, or</li> <li>• Bank statement<sup>2</sup> showing direct deposit amount, or</li> <li>• 1099 tax form for past year</li> </ul>
<b>Unemployment or Worker’s Compensation</b>	<ul style="list-style-type: none"> <li>• Most recent check stub<sup>2</sup> showing current amount and frequency, or</li> <li>• Signed/dated letter or document<sup>2</sup> from Unemployment office or insurance company showing current amount and frequency</li> </ul>
<b>Veteran Benefits</b>	<ul style="list-style-type: none"> <li>• Signed/dated letter or document from Veteran’s Administration showing current amount and frequency</li> </ul>
<b>Regular Cash Contributions</b>	<ul style="list-style-type: none"> <li>• Signed/dated letter from the person (not living in the household) who is regularly contributing income to the household, showing current amount contributed</li> </ul>

1. **Gross Income** = Income before taxes and deductions are taken out.
2. **Electronic versions acceptable for bank statement, paycheck/stub, and unemployment benefits. Note: Photos of documents are not acceptable electronic documentation.**

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