



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
- Bank or 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
- Pay stub with name and address
- Photo ID card, official
- Shelter letter signed/dated by staff
- Property tax receipt, W-2 form for the previous year
- Unemployment document
- Voter registration card
- Motor Vehicle Registration

Note: Citizenship and immigration status are not conditions of eligibility for WIC.

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

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 (not Medicaid card)
- 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
- Pay stub with name
- Photo ID card, official
- Social Security card
- Supplemental Security Income letter
- Unemployment document
- Voter registration card

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

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

* **Gross Income** = Income before taxes and deductions are taken out.