WIC Proof of Eligibility Form (WIC 30) Reference Table

Section	Description
Assessment Date	Record the date the WIC Proof of Eligibility Form was completed.
Recert Date	Determine the recertification date of the longest certification period on the WIC eligible participants listed under the family/economic column. Record date in this field. See ER# 3.03500 Note: The longest certification period will represent a valid assessment period for all the members of that economic unit unless, 1. the participant with the longest certification period has been terminated (e.g. prenatal participant that delivers her infant), 2. a new economic unit member is added who is NOT listed under the family/economic column or 3. the participant volunteers the economic unit income has changed
Family/Economic Unit	Record all members of the Family/Economic Unit. Record first and last legal name **and** any person(s) who contributes income to support the person(s) living in the home. *May list the unborn baby(ies), if applicable. May include DCN's under applicant or participant's name.* Record the total in the field labeled "Economic Unit Size."
Age	Record the age of each member of the Family/Economic Unit listed. *May record the unborn baby(ies) age as zero.*
Categorically Eligible (CE)	Check box if the member of the Family/Economic Unit is a prenatal, breastfeeding, non-breastfeeding women (up to 6-months postpartum), infant or child (up to their 5th birthday).
Physically Present (PP)	Check box for each categorical eligible applicant or participant who is physically present at the time of certification or re-certification. If not, indicate the reason in the "Specify Reasons For" field.
Proof of Adjunct Eligibility	For each adjunct eligible applicant or participant, select the appropriate program column(s) for which they are participating. FS = Food Stamps, TANF = Temporary Assistance for Needy Families, M = Medicaid/Temporary Medicaid and MC+ Select and record only one code related to *how adjunct eligibility was verified* using the "Proof of Adjunct Eligibility" key.
Proof of Income (PIN)	Record all *visually reviewed* source(s) of income using the code(s) for each member of the Family/Economic Unit using the "Proof of Income (Verification)" key. Note: All sources of income are listed in ER#3.01900 "Income Inclusions". Record the code ADJ – for an adjunct eligible applicant or participant, no additional Proof of Income is required; however record all sources of self-declared income. Note: When an applicant or participant states they have no income, the LWP staff needs to ask these open-ended questions: 1. How do you pay for your housing? 2. How do you pay for transportation (e.g. gas, insurance, taxi or bus), 3. How do you pay for phone service? 4. How do you pay for food? If participant still reports they have no income then record the code "Q" in the "Proof of Income" field and $1.00 in the "Gross Income" column.
Gross Income	Record sources of income for each applicant, participant or Family/Economic Unit by selecting W = Weekly, M = Monthly, or A = Annually for the entire column. Total the "Gross Income" column and enter the amount in the "Total Income" field. Circle the appropriate code. Note: Income Assessment and Calculation Charts are provided in the ER#3.02400. Check the appropriate box if Adjunct Eligibility applies. If applicant is not adjunct eligible, determine income eligibility by comparing the field "Total Income" to the current Missouri Income Guidelines based on Family/Economic Unit size.
Proof of Identity (PID)	Record the code for the type of identification *visually reviewed* for each categorical eligible applicant or participant using the "Proof of Adult or Child/Infant Identity" key.
Proof of Residency (PRE)	Record the code for the type of document *visually reviewed* (one per Family/Economic Unit) using the "Proof of Residency" key. Note: To be considered current, documents may not be more than 90 days old.
30-Day (PIN, PID, PRE)	Place an "X" under the appropriate column for which documentation is needed. If at original assessment the applicant or participant failed to provide the appropriate proof of income, identity or residency; inform them that the required documentation must be provided within 30-days to continue participation in the program.
30-Day Follow Up Date	When the applicant or participant returns with the missing proof of eligibility documents record the date when the applicant or participant returned with the appropriate proof of income, identity or residency in the 30-Day Follow Up column. Record the code and staff initials in the appropriate column for the missing proof of income, identity or residency.
Staff Signature(s) and Date	Local WIC Provider staff completing the form must review all information recorded on the form with the applicant or participant. Staff must sign and date the form.
Documenting an additional certification information after the original assessment date	When an economic unit member needs to be certified or recertified during the valid assessment period. You only need to document the Physical Presence (PP) checkbox and Proof of ID (PID) code of the individual being certified and adding the date and staff initials to the appropriate columns. Proof of Residency and Income are already established for the economic unit throughout the valid assessment period.