

Provisional Certification and Unreasonable Barrier (Affidavit)

- I. Applicants are required to provide proof of identity, residency and income. Occasionally applicants may be unable to provide these proofs. In some instances a provisional certification may be completed. In rare circumstances the certification may be completed without these proofs by using the “affidavit” option.
- II. Forgotten proofs. If the applicant has proof of identity, residency and/or income, but forgot to bring it to the certification visit, the clinic should allow the client to return the same day with the missing proof or may reschedule the client if necessary. If there is a hardship for the participant in returning with the proof the same day, it is allowable to use the provisional certification process (if only one proof is missing). If a client must be rescheduled, another appointment to bring in the proofs must be offered within the required processing standard time frames starting from today’s date.
- III. Provisional certification (proof temporarily unavailable). If one of the required proofs of identity, residency or income is temporarily unavailable to the applicant, a provisional certification should be completed. Provisional certification may only be completed when the required proof is not currently available to the participant or does not currently exist. Some examples of when this is appropriate include, but are not limited to: waiting for a birth certificate in the mail, waiting for the first pay stub from a new job, needing to contact an employer or landlord to obtain a written note, transportation hardship, etc.
 - a. Staff verbally questions the applicant about why they are unable to provide the required proof and about their ability to obtain it. Staff may suggest other forms of acceptable proof that the applicant may have or may easily be able to obtain.
 - b. Provisional Certification will be made available by the system in the certification screen when one of the required proofs is left blank (if an identity, residency, income or adjunct eligibility record is not created).
 - c. The applicant must complete and sign the *Signed Statement* form printed from the VISION system self declaring their identity, residency or income and stating why they are unable to provide this proof. Once completed, the signed statement must be scanned into the computer.
 - d. When Certify-Provisional is selected, the system will allow the participant to be issued the current month’s checks but will require proof before additional checks are issued.
 - e. Provisional certifications must be “fulfilled” i.e. proofs must be brought in within 30 days; otherwise the participant will be terminated automatically by the system.

- f. Two of the other three proofs (identity, residency, and income) must be provided in order to qualify for provisional certification as the applicant must meet all other eligibility criteria.
 - g. Under no circumstance may a second, subsequent 30-day provisional certification period be used if the applicant fails to provide the required documentation before the provisional certification period expires.
 - h. Provisional certifications are intended to be used for initial certifications and for those who were previously certified but are now in a terminated status. Because only current month checks may be issued to those certified provisionally, it is of no benefit to use provisional certification for active clients that are certifying early if they already have current month checks.
 - i. In order for provisional certifications to be completed, at a minimum the following must be completed:
 - i. In the Identity panel, “physically present” must be marked.
 - ii. In the Contact/Address panel, the participants address must be entered (even if no proof was provided).
 - iii. In the Income panel, household size must be input.
- IV. Unreasonable barrier (affidavit).
- a. Certifications may be completed using the affidavit option for missing proofs for applicants that meet all of the following conditions:
 - i. The applicant is unable to provide proof of residency, identity and/or income and the requirement would present an unreasonable barrier for the participant to be certified.
 - ii. The applicant is one of the following:
 - 1. a victim of theft,
 - 2. a victim of disaster,
 - 3. a homeless individual,
 - 4. a migrant farm worker,
 - 5. an individual who works for cash (no proof of income),
 - 6. a victim of other personal misfortune (domestic violence, etc.)
 - iii. Any other use requires documented State Office approval. Contact the State WIC Operations Manager or a designee in his absence.
 - b. Applicants who are unable to provide proof of identity require state approval to use the affidavit. The State WIC Program Manager, Operations Manager or other designee must be contacted to request approval.

- c. Use of the affidavit for no proof of income or residency can be approved by the clinic director if the applicant meets the above conditions. The clinic director must sign the completed Signed Statement form.
- d. The applicant must self declare residency, identity and/or income and the proof type "affidavit" is selected from the drop down menu.
- e. Clinic staff must enter the reason for using the affidavit option.
- f. The applicant must sign the electronic signature pad when affidavit is selected as the proof.
- g. The applicant must complete and sign the *Signed Statement* form. The completed form must be scanned into the computer.
- h. A regular certification is completed and full food benefits may be issued.