



IDAHO DEPARTMENT OF HEALTH & WELFARE  
DIVISION OF PUBLIC HEALTH

# Idaho WIC Training **Eligibility**

## **Trainer**



## Module 1: Residency, Category, and Identity



### Activity 1

The learner will be asked to log onto the Idaho WIC webpage at [www.wic.dhw.idaho.gov](http://www.wic.dhw.idaho.gov). Locate and click on Clinic Staff, and click on Policy Manual. Click on Chapter 4 - Eligibility and Certification. Answers can be found in the Idaho WIC Program Policy Manual (IWPPM), Chapter 4, Section B.

#### Acceptable proofs of identity:

- Social Security card
- Driver's license
- Birth certificate
- Crib card
- Government-issued identification
- Immunization record
- WIC Identification Folder

#### Acceptable proofs of residency:

- Business letter or other postmarked mail addressed to applicant at the physical residence (not a P.O. box)
- Driver's license or passport
- Pay stub with address
- Car registration
- Current utility bill (water, electric, gas, cable TV, sewer, trash)
- Rent or mortgage receipt
- State or local document that requires proof of residency

#### Possible examples why someone is not eligible for WIC:

- Over-income
- Not categorically eligible
- Doesn't live in the service area

The Responsible Adult is usually the parent (or caretaker) who makes the initial contact to apply for WIC services and attends the certification appointment to apply for WIC for self or for children.

## Module 2: Income Eligibility

In addition to the main activities, the trainee will be asked the following discussion questions within this module (*look for the discussion symbol in the Activities Workbook*):

- Trigger Card
  - Trainee will be asked to locate the “What is WIC?” trigger card
  - Trainee will be asked to look at a household of 3 and determine how much money this household can make and still qualify for WIC. They will also be asked to look up their gross income and family size to see if they qualify.
- Application (if used by your agency) or WISPr
  - Trainee will be asked to locate how to identify a migrant applicant such as the application question “Are you or is anyone in your family a migrant worker?”
- Procedure
  - Trainee will be asked to locate their agency’s procedures for foster children.



### Activity 2

Please refer to the corresponding questions in the Learner Guidebook:

1. 4, 3, 2
2. Medicaid, including CHIP  
Temporary Assistance to Needy Families (TANF)  
Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamps)
3. Child support payments received  
Hourly wages  
Welfare assistance  
Social Security  
Unemployment benefits  
Retirement pensions  
Lottery winnings
4. T
  - F WIC foods are not shared by everyone living in a homeless shelter.
  - F Income is the first thing to check during certification.
  - F WIC benefits are not counted as income for other assistance programs.



### Activity 3

The trainee will be asked to use the table with the Income Eligibility Guidelines on the WISPr homepage to calculate the income examples listed in the Eligibility Guidebook. The answers can be found within the guidebook.



### Activity 4

Please refer to the corresponding questions in the Learner Guidebook:

1.  $\$119 \times 52 = \$6,188.00$
2.  $\$120 + 159 + \$160 + \$125 = \$564 \times 13 = \$7332.00$
3.  $\$539 \times 26 = \$14,014.00$
4.  $\$550 + \$624 = \$1174 \times 12 = \$14,088.00$



### Activity 5

The trainee will be asked to pretend to apply for the program as a pregnant woman to better understand what it is like to be a WIC participant. The goal is to go through an entire certification appointment, including filling out forms, blood work, and education, by having an experienced staff person certify the trainee (If the trainee is or has been a WIC participant, you do not need to do this exercise.)

**Note:** Only determining eligibility for category, residency and income has been discussed in this module. In future modules, the trainee will learn all the steps to complete a certification.

## Module 3: Transfers and Ineligibility

In addition to the main activities, the trainee may be asked the following items within this module (*look for the discussion symbol in the Activities Workbook*):

- Access to the [Idaho WIC website](#)
  - Trainee will be asked where to locate the *VOC Missing Proofs, 1st and 2nd Contact* document on the Idaho WIC webpage.
- Letter of Ineligibility
  - Trainee will be asked to locate a copy of the *Letter of Ineligibility* on the Idaho WIC website.



### Activity 6

Please refer to the corresponding questions in the Learner Guidebook:

1. F Migrant families are always given a VOC.  
T  
F Individual who transfers from a WIC program in another state are treated as transfers.
2. Review the VOC document for the participant's name, the date the participant was certified, and the date that certification expired. If any of this information is missing, the VOC is not valid. Check the certification end date. If it has expired, treat the transfer as a new applicant. If the certification has not expired:  
Review proof of identity and residency.  
Discuss the Participant Rights and Responsibilities and educate the participant about WIC in Idaho, especially how to use WIC checks.  
Issue checks and Identification Folder, and provide nutrition education and referrals as needed.