



# 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 (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 check/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) showing current eligibility for the WIC applicant or certain allowable family members</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 pay check/stub<sup>2</sup>; if paid every two weeks or biweekly, bring two pay checks/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, pay check/stub, and unemployment benefits. Note: Photos of documents are not acceptable electronic documentation.**

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