

WASHINGTON STATE WIC

POLICY AND PROCEDURE MANUAL



VOLUME 1, CHAPTER 6

Income

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Section 1 Determine Income Eligibility

POLICY: WIC Income Eligibility

Staff must assess each applicant's or client's WIC income eligibility when the person is certified, recertified or when there are changes that could affect income eligibility.

Note: See the "[When to Assess Income Eligibility](#)" section of this chapter for more information.

Staff must follow separation of duties requirements at every new certification and recertification.

- One staff person must assess and document income eligibility.
- Another staff person must assess nutrition risk eligibility.
- Either staff person can issue WIC checks.

See the "Separation of Duties" policy and information on the DOH WIC website.

WIC income eligibility is determined by assessing a combination of household size and income, or participation in an income-qualifying program.

- Federal regulations define which programs are income-qualifying. These programs make a person income eligible for WIC.
- Staff must not require an applicant or client to use adjunctive eligibility (for example, staff must not require the person to have a ProviderOne card) or delay assessing income based eligibility if the person doesn't have adjunctive eligibility. For example, staff can't require a person to have a ProviderOne card.

An applicant or a client is income eligible for WIC when one of the following applies:

1. **Adjunctive eligibility due to participation in an income-qualifying program:**

- a. The income-qualifying programs are:
- Medicaid Title 19
 - State or Federal non-Title 19 medical assistance programs with income guidelines the same or less than WIC's
 - TANF (Temporary Assistance for Needy Families)
 - Basic Food Program (also called the Supplemental Nutrition Assistance Program – SNAP)
 - FDPIR (Food Distribution Program on Indian Reservations)

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- b. The person is income eligible for WIC when he or she shows proof of current eligibility for one of the programs listed above, even if the reported income is higher than WIC's guidelines.

See the "[Adjunctive Income Eligibility](#)" policy for more information.

2. **Adjunctive eligibility due to a qualifying household member:** The person is in a household with a pregnant woman or an infant on Medicaid Title 19, or has any household member who is on TANF, the Basic Food Program (SNAP) or FDPIR.

- a. The person is income eligible for WIC when he or she shows proof of a household member's current eligibility for one of the programs listed above, even if the reported income is higher than WIC's guidelines.

See the "[Adjunctive Income Eligibility due to a Household Member](#)" policy for more information.

3. **Income-based eligibility:** The person's household income meets WIC's income guidelines, which are at or below 185% of the federal poverty level (FPL).

See the "[Income-based Eligibility](#)" policy for more information.

PROCEDURE:

Staff:

- A. Follow separation of duties requirements at every new certification and recertification.
 1. One staff person must assess and document income eligibility.
 2. Another staff person must assess nutrition risk eligibility.
 3. Either staff person can issue WIC checks.
 - See the "Separation of Duties" policy in [Volume 1, Chapter 18 – Certification](#) for more information.
- B. Determine if the **person** is currently on an income-qualifying program.
 1. Ask if the person is currently on a medical assistance program (Medicaid Title 19, state, or Federal non-Title 19 medical assistance program), TANF, the Basic Food Program (SNAP), or FDPIR.
 - See the "[Adjunctive Income Eligibility](#)" policy for more information.

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- C. Determine if a **household member** is on an income-qualifying program if the applicant or client isn't currently eligible for one.
- See the "[Adjunctive Eligibility due to a Household Member](#)" policy for more information.
- D. Determine if the person meets WIC income guidelines **if the criteria in A or B above doesn't apply**.
- See the "[Income-based Eligibility](#)" policy for more information.
- E. Ask how many people are in the household and enter the number in the file.
- See the "[Definition of Household](#)" policy in this chapter.
- F. Document the current household income.
1. Adjunctive eligibility:
 - a. Enter the self-reported current household income.
 - The person doesn't have to show proof of income.
 - Documentation of the income-qualifying program or adjunctive eligibility due to a household member is the person's proof of income eligibility for WIC.
 2. Income-based eligibility:
 - a. Enter income information from the person's proof of income, for example the paystub(s).
- G. Give applicants and clients who aren't income eligible a "Not Eligible" letter.
- This isn't required when the person applies over the phone and is over income.
- H. Refer all applicants and clients who are over income to the Family Health Hotline (1-800-322-2588) for health and social services.
- See [Volume 1, Chapter 12 – Referrals](#) for more information.

CHAPTER 6 INCOME**Section 1 Determine Income Eligibility**

POLICY: Adjunctive Income Eligibility: Income Eligibility Based on Participation in an Income-Qualifying Program

A person is adjunctively income eligible for WIC when he or she is on an income-qualifying program.

The income-qualifying programs are:

- Medicaid Title 19
- State or Federal non-Title 19 medical assistance programs with income guidelines the same or less than WIC's
- TANF (Temporary Assistance for Needy Families)
- Basic Food Program (also called the Supplemental Nutrition Assistance Program – SNAP)
- FDPIR (Food Distribution Program on Indian Reservations)

The person is income eligible for WIC when he or she shows proof of current eligibility for one of the programs listed above, even if the reported income is higher than WIC's guidelines.

Staff must not delay the client receiving WIC benefits by requiring the client to use adjunctive eligibility, for example **requiring** a client to have a ProviderOne card, before assessing income.

Note: The Client Services ProviderOne search result lets staff know if a client with a ProviderOne card is currently on an income-qualifying medical assistance program.

PROCEDURE:

Staff:

- A. Determine if the applicant or client is currently on an income-qualifying program.
 1. Ask if the person is currently on a medical assistance program (Medicaid Title 19, state, or Federal non-Title 19 program), TANF, the Basic Food Program (SNAP), or FDPIR.
 2. Assess income and household size if the person isn't currently on an income-qualifying program, or hasn't heard yet if he or she is eligible.
 - Don't delay benefits by waiting to assess the person's eligibility until he or she is on an income-qualifying program.

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- See the “[Income-based Eligibility](#)” policy for more information.

Note: The ProviderOne search result with the following statement “Assess WIC income eligibility” highlighted in yellow is a negative search result. Staff assess for other adjunctive eligibility. If there is no adjunctive eligibility assess household size and income for WIC income eligibility.

B. Ask for proof of **current eligibility** for the program. Proof of current eligibility includes:

1. A positive ProviderOne search result in Client Services.

a. A positive search result will have the client’s name highlighted with a green bar. This means the client is currently eligible for an income-qualifying medical assistance program.

- Minor variations in the name are allowed, for example when a intake worker made a minor spelling error.

b. When the following statement is on the positive search result it means the client is on a Medicaid Title 19 program:

“If this ProviderOne client is a pregnant woman or an infant:

Household members are adjunctively eligible and meet WIC’s income and residency documentation requirements.”

c. The client doesn’t have to show the ProviderOne card as long as he or she can provide the ProviderOne number. Staff enter the number and search to see if the client is on an income-qualifying medical assistance program.

Note: See the “[Client Services ProviderOne Search](#)” staff tool for more information about the ProviderOne search in Client Services.

2. A notification letter from one of the income-qualifying programs showing current eligibility.

a. A notification letter showing current eligibility for the Basic Food Program (SNAP), even with a zero dollar benefit amount, is proof of eligibility for an income-qualifying program and makes the person adjunctively income eligible for WIC.

C. Document adjunctive eligibility on the Income tab.

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1. Mark the box(es) for Medicaid, TANF, Basic Food Program (SNAP) or FDPIR at the top of the income screen **after seeing proof** of current eligibility for the program.
 - a. Mark the Medicaid box for all income-qualifying medical assistance programs including Medicaid Title 19, state and Federal non-Title 19 medical assistance programs.
 - Marking any of these boxes makes the person income eligible for WIC.
 - b. Document the client's ProviderOne number in the ProviderOne field.
- D. Ask how many people are in the household and enter the number in the file.
 - See the "[Definition of Household](#)" policy in this chapter.
- E. Enter the self-reported current household income in the file.
 1. Document the proof of the income-qualifying program as the client's proof of income.
- F. Assess the client's income eligibility when he or she is no longer eligible for an income-qualifying program.
 1. When a client reports that he or she is no longer eligible for the program that made him or her income eligible for WIC:
 - a. Assess if a household member would make the client income eligible. See the "[Adjunctive Eligibility Due to a Household Member](#)" policy in this chapter for more information.
 - b. Assess income-based eligibility if the client or a household member isn't on an income-qualifying program.
- G. Give applicants or clients who aren't income eligible a "Not Eligible" letter.
 - This isn't required when the person applies over the phone and is over income.
- H. Refer all applicants and clients who are over income to the Family Health Hotline (1-800-322-2588) for health and social services.
 - See [Volume 1, Chapter 12 – Referrals](#) for more information.

CHAPTER 6 INCOME**Section 1 Determine Income Eligibility**

POLICY: Adjunctive Eligibility due to a Household Member: Income Eligibility Based on a Household Member's Participation in an Income-Qualifying Program

A person is adjunctively income eligible for WIC when one of the following applies:

- There's a pregnant woman in the household is on Medicaid Title 19
- There's an infant in the household is on Medicaid Title 19
- The household is eligible for TANF, the Basic Food Program (SNAP) or FDPIR

Staff must see the household member's proof of current eligibility and document it in the client's file.

Staff must not delay the client receiving WIC benefits by requiring the client to use adjunctive eligibility, for example **requiring** a client to have a ProviderOne card, before assessing income.

Note: The Client Services ProviderOne search result tells staff if the ProviderOne client is on a medical assistance program that allows household members to be adjunctively income eligible for WIC. Staff need to make sure the ProviderOne client is a pregnant woman or an infant in the household.

Staff must not use a foster child's eligibility for an income-qualifying program like Medicaid Title 19 to make other members of the foster family income eligible for WIC. Federal regulations require WIC to count each foster child as a household of one.

PROCEDURE:

Staff:

- A. Determine if a household member is on an income-qualifying program if the applicant or client isn't currently eligible for one.
 1. Ask the client the following questions:
 - a. Is there a pregnant woman or an infant in the household on Medicaid?
 - b. Is the household eligible for TANF, the Basic Food Program (SNAP), or FDPIR?
 2. Assess income and household size if a household member isn't currently on an income-qualifying program, or hasn't heard yet if he or she is eligible.
 - Staff don't delay benefits by waiting to assess the person's eligibility until he or she, or a household member is on an income-qualifying program.

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- See the “[Income-based Eligibility Assessment](#)” policy for more information.

Note: The ProviderOne search result with the following statement “Assess WIC income eligibility” highlighted in yellow is a negative search result. Staff assess household size and income for WIC income eligibility.

B. Review the household member’s proof of current eligibility for the income-qualifying program. Proof of current eligibility includes:

1. Client Services ProviderOne search results showing the ProviderOne client is on Medicaid Title 19.

- a. Make sure the following statement is present **and** the ProviderOne client is a pregnant woman or infant, in order to make household members income eligible for WIC:

“If this ProviderOne client is a pregnant woman or an infant:

Household members are adjunctively income eligible and meet WIC’s income and residency documentation requirements.”

b. Enter the household member’s ProviderOne number and the relationship to the WIC client in the Comment field on the Income line in the client’s file.

- The client doesn’t have to show the household member’s ProviderOne card as long as he or she can provide the ProviderOne number.
- Staff assess income eligibility when the pregnant woman or infant changes category and no longer makes this client adjunctively eligible for WIC. See Procedure F.

Notes:

- Minor variations in the name are allowed, for example when the intake worker made a minor spelling error.
- See the “[Client Services ProviderOne Search](#)” staff tool for more information about the ProviderOne search in Client Services.

2. A notification letter from TANF, the Basic Food Program (SNAP) or FDPIR with current eligibility dates.

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- a. A notification letter showing current eligibility for the Basic Food Program (SNAP), even with a zero dollar benefit amount, is proof of eligibility for an income-qualifying program.
 - b. See Procedure F when the household member no longer makes the client adjunctively eligible for WIC.
- C. Document adjunctive eligibility due to a household member in the client's file.
1. Use the Adjunctive Eligibility (Adj. Elig.) pop up window to document adjunctive eligibility due to a household member.
 2. Mark the box next to the correct statement listed on the Adj. Elig. pop up:
 - a. Is the applicant a member of a household in which there is a pregnant woman currently certified as eligible for Medicaid?
 - b. Is the applicant a member of a household in which there is an infant currently certified as eligible for Medicaid?
 - c. Is the applicant living with a member of a household who is currently certified as eligible for TANF, Basic Food Program, or FDPIR?
- D. Ask how many people are in the household and enter the number in the file.
- See the "[Definition of Household](#)" policy in this chapter.
- E. Enter the self-reported current household income in the file.
1. Document the proof of the income-qualifying program as proof of income.
- F. Assess the client's income eligibility when the household member no longer makes the client adjunctively eligible.
1. When a pregnant woman changes to a different category (Breastfeeding or Postpartum), or an infant changes to the Child category, he or she no longer makes household members income eligible for WIC.
 - a. Assess if the client is income eligible based on his or her own eligibility for an income-qualifying program.
 - b. Assess income-based eligibility if the client isn't on an income-qualifying program.

Example: If a woman is in the pregnant category, staff can use her ProviderOne number to make her baby adjunctively eligible at the

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Enroll Infant appointment. Once staff certify the mom into another category (BF or PP) staff can't use her Medicaid eligibility for her baby because she isn't in the pregnant category. Enter the baby's ProviderOne field with the baby's number, if available, and check for the baby's eligibility. If the baby doesn't have a number, or it isn't WIC-eligible, staff assess income-based eligibility.

2. Follow the steps listed in 1 above when the household is no longer on TANF, Basic Food Program (SNAP) or FDPIR.
- G. Give applicants and clients who aren't income eligible a "Not Eligible" letter.
- This isn't required when the person applies over the phone and is over income.
- H. Refer all applicants and clients who are over income to the Family Health Hotline (1-800-322-2588) for health and social services.
- See [Volume 1, Chapter 12 – Referrals](#) for more information.

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POLICY: Income-based Eligibility: Income Eligibility Based on Household Size and Income

Staff must determine if the person's household income meets WIC income guidelines if the person isn't adjunctively income eligible for WIC or isn't a member of a household that is adjunctively income eligible for WIC.

Income-based eligibility is when the person's household income meets WIC's income guidelines, which are at or below 185% of the federal poverty level (FPL).

PROCEDURE:

Staff:

- A. Ask how many people are in the household and enter the number in the file.
 - See the "[Definition of Household](#)" policy in this chapter.
- B. Assess household income and enter it in the file.
 - See the "[Definition of Income](#)" policy in this chapter for more information.
- C. Review proof of the household income.
 1. Enter the income source, type of proof and amount in the file.
 - See the "[Document Income Sources](#)" and the "[Proof of Income Eligibility](#)" policies in this chapter.
- D. Compare the household income to WIC's income guidelines for the household size and determine if the applicant or client is income eligible.
 1. Compare the household income to the WIC income guideline for the same interval, for example weekly, monthly, annual, etc.
 2. When the household has income at different intervals, compare the household's current annual income to WIC's annual income guidelines.

Note: Client Services automatically compares the income entered to the correct interval of the WIC income guidelines. When there are multiple intervals, Client Services converts them to current annual income.
- E. Give applicants who aren't income eligible a "Not Eligible" letter.
 - This isn't required when the person applies over the phone and is over income.

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- F. Refer all applicants and clients who are over income to the Family Health Hotline (1-800-322-2588) for health and social services.
- See [Volume 1, Chapter 12 – Referrals](#) for more information.

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Section 2 When to Assess Income Eligibility

BEST PRACTICE: Prescreen for Income Eligibility

It's best practice to prescreen applicants for WIC income eligibility.

GUIDANCE:

Staff:

- A. Assess applicants for WIC income eligibility when prescreening.
 1. Ask about current participation in income-qualifying programs.
 2. Ask about household participation in income-qualifying programs.
 3. Ask about household size and income if neither of the above apply.
- B. Enter appropriate information in the person's file in Client Services.
 1. See [Volume 1, Chapter 3 – Application and Processing Standards](#) for required information to enter when creating a file for a new applicant.
 2. It's best practice to document income information in the Prescreen wizard.
 3. Proof of income, ID and residency aren't required when prescreening.
 - a. Since proof isn't required when prescreening, the "Not Provided" proof option isn't available to select and the one month grace period doesn't apply at this time.
- C. Schedule a certification appointment for applicants or clients who appear to be income eligible.
 - See [Volume 1, Chapter 3 – Application and Processing Standards](#) for more information about timeframes for scheduling the certification appointment.
- D. Give applicants who aren't income eligible a "Not Eligible" letter.
 1. This isn't required when the person applies over the phone and is over income.
- E. Refer all applicants and clients who are over income to the Family Health Hotline (1-800-322-2588) for health and social services.
 - See [Volume 1, Chapter 12 – Referrals](#) for more information.

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Information:

It's good customer service to prescreen for WIC income eligibility to determine if the person is potentially eligible. When staff don't prescreen for income eligibility before scheduling a certification appointment, it's possible the person won't be income eligible and may be upset when she comes in to get on WIC and is found ineligible.

Schedule potentially eligible clients for a certification appointment. During the appointment staff review the person's income documentation or proof of eligibility for an income-qualifying program and verify income eligibility.

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POLICY: Assess Income Eligibility at Certification and Recertification

Staff must assess and document the income of applicants and clients to determine WIC eligibility at the following times:

1. New certification
2. Presume Eligible
3. Enroll Infant
4. Recertification
5. When there are changes to income, household size or eligibility for an income-qualifying program. See the [“Re-assess Income Eligibility When There are Changes”](#) policy in this chapter for more information.

Staff must follow separation of duties requirements at every new certification and recertification.

- One staff person must assess and document income eligibility.
- Another staff person must assess nutrition risk eligibility.
- Either staff person can issue WIC checks.

Staff must follow policies in this chapter for assessing income for migrants and transfer clients.

PROCEDURE:

Staff:

- A. Assess income eligibility based on policies in this chapter at the new certification, Presume Eligible, Enroll Infant, and each recertification.
 1. Follow separation of duties requirements at every new certification and recertification.
 - See the “Separation of Duties” policy in [Volume 1, Chapter 18 – Certification](#) for more information.
- B. Assess income eligibility when there are changes to income, household size or eligibility for an income-qualifying program.
- C. Review the person’s proof of income.

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- See the “[Grace Period for Proof of Income](#)” policy for more information when the person doesn’t bring proof to the appointment.
- D. Follow policies for times to assess the income eligibility for migrants and transfer clients. See the following policies in this chapter for more information:
- “[Transfer Client Income Eligibility](#)”
 - “[Assess Migrant Income](#)”

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POLICY: Re-assess Income Eligibility When there are Changes

Staff must re-assess a client's income eligibility when the client or another reliable source provides the following information at any time, including mid-certification:

1. Household income has increased.
2. Household size has decreased.
3. The client is no longer eligible for an income-qualifying program.
4. The household is no longer eligible for an income-qualifying program.
5. The household member who made the client adjunctively eligible has changed category, for example the pregnant woman on Medicaid Title 19 has changed to breastfeeding or postpartum.

Staff must re-assess income eligibility for all members of the household if any member becomes income ineligible at any time.

Staff don't have to ask for changes in income, household size or eligibility for an income-qualifying program mid-certification. Staff must reassess income when they receive new information.

If the client is no longer eligible for an income-qualifying program at recertification, staff use the current income and household size and assess if the client meets WIC's income guidelines. Staff use annual income if it's a better indicator of the household's financial status.

Staff must require proof of income when re-assessing income eligibility. Staff can give a one month grace period when re-assessing income. See the "[Grace Period for Income Documentation](#)" policy in this chapter for more information.

- See the "[Zero Income](#)" policy for a list of "reliable sources."
- Call state WIC staff if you receive information from another source.

PROCEDURE:

Staff:

- A. Re-assess the client's income eligibility when the client or another reliable source reports:
 1. An increase in household income,
 2. Decrease in household size,

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3. The client is no longer eligible for a medical assistance program (Medicaid Title 19, state or Federal non-Title 19 program), TANF, the Basic Food Program (SNAP), or FDPIR.
 4. The household is no longer eligible for TANF, the Basic Food Program (SNAP), or FDPIR.
 5. The pregnant woman or infant on Medicaid Title 19 has changed WIC category and no longer makes household members income eligible.
- B. Enter the updated information in the client’s file and assess income eligibility.
1. Continue providing WIC benefits when the client is still income eligible.
- C. Follow these steps when the client becomes over income.
1. Assess if the client can receive checks based on the requirement to provide a 20-day notice of ineligibility for WIC benefits.
 - a. Provide checks if the client hasn’t received the current month’s checks.
 - b. If the client already received the current month’s checks, assess if you need to issue additional checks in order to provide the required 20-day notification.
 - c. Reclaim and void any future months’ checks after meeting the 20-day notification requirement.
 - See [Volume 1, Chapter 22 – WIC Checks](#) for more information.
 2. Provide the required written notice to the client by giving the “Not Eligible” letter and take the client off WIC.
 - See [Volume 1, Chapter 20 – Notification, Fair Hearings and Civil Rights](#) for more information.
- D. Assess income eligibility for all members of the household.
1. Follow procedures listed above.

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Information:

Federal Regulations require staff to re-assess income eligibility for all household members when one member becomes income ineligible. Staff take all household members who are no longer income eligible off the Program.

The Rights and Responsibilities form lets clients and caregivers know they must report when there is an increase in income, decrease in household size and when eligibility for an income-qualifying program ends to WIC.

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POLICY: Transfer Clients Income Eligibility

Staff must not assess income eligibility for transfer clients unless:

1. The client or caregiver reports a change in income, household size or eligibility for an income-qualifying program.
2. The eligibility period is over.

PROCEDURE:

Staff:

- A. Accept current transfer information as proof of current income eligibility.
- B. Enter updated income information if the transfer client reports a change and assess for income eligibility.

Information:

Client Services automatically displays the income amount documented from the previous clinic for in-state transfer clients on the Income Documentation tab.

Client Services uses the default of zero income for clients who transfer from out of state. You don't need to ask about or enter other information.

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POLICY: Assess Migrant Income

Staff must:

1. Assess the income eligibility of migrants one time per household, per 12 month period.
2. Accept migrants with expired Transfer/Verification of Certification cards as income eligible as long as their income assessment was within the past 12 months. The expired transfer card is the migrant's proof of income.

Definition: A person is migrant when he or she is a member of a household which contains at least one person whose principal employment is in agriculture on a seasonal basis, and who has a **temporary residence for this type of employment** within the last 24 months.

Examples:

- Migrant farmworkers who travel from one location to another to work.
- Loggers who move from one location to another for their work.

Note: WIC's definition of migrant is specific to WIC only. Other programs may use a different definition.

PROCEDURE:

Staff:

- A. Assess a migrant's income determination date in Client Services or on the transfer card to determine when a new income eligibility assessment is required.

Note: In Client Services the Income Documentation tab "disables" the Calculate Income Eligibility button for migrant households during the 12 months that income assessment isn't required. If the family is no longer migrant, staff "uncheck" the Migrant box on the Demographics tab. Assess income as appropriate.

- B. Determine income eligibility for the client when the 12 month time frame has ended.

Note: Refer to the "[Proof of Income Eligibility](#)" and "[Applicants and Clients With no Proof of Income](#)" policies in this chapter for more information.

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Information:

Once a migrant family's income has been determined for one member, any additional family members enrolled or certified during the 12 month period don't need to have an income assessment.

Example: Staff certify a pregnant migrant woman and assess her income. When staff enroll the woman's infant they don't need to assess the baby's income since the mother's income determination date is within the past 12 months.

CHAPTER 6 INCOME**Section 3 Household Size**

POLICY: Definition of Household Size

Staff must determine the number of people in each household based on the definition of “household” and the information listed in policy and in procedures below.

Definition A family or household is an economic unit of one or more people, related or non-related, who usually live together and share their resources to support the household.

1. An economic unit or household must have its own source of income (or savings) to support living expenses. See the “[Zero Income](#)” policy for guidance when the household reports zero income.
 - a. The income must be adequate to sustain the household. State guidance for adequacy is \$500 per person per month.
 - b. Staff must not use in-kind benefits as a factor to determine if a separate economic unit exists. See Procedure F below for an example.
2. Staff must count an applicant or client in the household that directly supports his or her living expenses.

Note: Staff may use terms household and economic unit interchangeably.

PROCEDURE:

Staff consider the following to determine household size:

A. Children in joint custody or shared guardianship:

1. Count a child in the household where he or she lives most of the time.
2. When a child lives with each parent 50% of the time, count the child as a member of both households when determining household size. Only one household can apply for and receive WIC benefits.
3. Follow these guidelines when the child spends large amounts of time at each household.
 - a. Alternating months – Count the child in both households. Only one household can apply for WIC.
 - b. Two or more months at each household – Count the child only in the household where he or she is currently living. Only the household where the child currently lives can apply for WIC.

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- B. **Foster child** - The foster child is the legal responsibility of the state. Count each child as a household of one.
- If a foster parent has more than one foster child, count each foster child as a household of one.
 - Since WIC counts a foster child as a household of one, the foster child's eligibility for an income-qualifying program like Medicaid Title 19, doesn't make other individuals living in the same household income eligible for WIC.
- C. **Adopted child** – Count the adopted child as a member of the adoptive household.
- D. **Children who are temporarily living in the home of others** - For children who are temporarily living in the home of others, for example if the military parent(s) are deployed, staff choose the most appropriate option for the situation.
1. Count the child(ren) as part of the household or economic unit where they are living. Determine WIC income eligibility on the total number in the economic unit and all of the economic unit's income.
 2. Count the absent parent(s) and the child(ren) as one household or economic unit. To use this option, clinic staff need to be able to determine the income of the economic unit and see proof of income.
 3. Count the child(ren) as a separate household or economic unit. To be a separate economic unit, there must be a source of income (parent contribution, etc.) that is enough to support the child(ren). If an adequate amount isn't received for the child(ren)'s support, staff use another option.
- E. **Pregnant woman** – Count a pregnant woman as one plus the number of unborn child(ren), unless the woman objects to this practice.
- Note:** A single woman expecting the birth of one child is a family of two. A married or unmarried couple expecting twins is a family of four.
- F. **Pregnant teen** - Consider each situation individually.
1. If the pregnant teen lives with a family and the family pays for her living expenses, count her as part of the household and assess the household's income for WIC eligibility.
 2. If the pregnant teen has no income and lives with a family who provides shelter, food, etc. as an in-kind benefit for providing child care for their children, count

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her as part of the household and assess the household's income for WIC eligibility. The in-kind benefit doesn't count as a source of income for the teen.

3. If the pregnant teen lives with a family, has a job and contributes money in a "proportionate share" each month for her living expenses, count her as a separate household. Assess the total amount of money she makes or receives as her income for WIC eligibility.

Note: Count a pregnant teen's household size and income according to policies and procedures in this chapter and enter this information in the client's file. If the teen has adjunctive eligibility with a positive ProviderOne search result, she is income eligible for WIC.

Example:

A pregnant teen lives with her parents. Staff determine she is economically dependent on her parents. Staff document the entire household size and income in Client Services. If the household income amount is above WIC income guidelines the teen isn't income eligible.

The teen returns two months later with a ProviderOne card. Staff enter the P1 number and search, they receive a positive search result. The teen is income eligible for WIC due to adjunctive income eligibility. Staff document the actual household size and income, including her parents.

- G. **Multiple households under one roof** – Because people who live together typically share their resources they usually count as one household. However, it's possible for two separate economic units to live under the same roof. Staff ask more questions to find out if there are separate households or economic units living under the same roof. For example:

1. Does the household have its own source of income?
 - Receiving shelter and food as an in-kind benefit for providing a service, like childcare or house cleaning, doesn't count as having a source of income.
2. Is the amount adequate to sustain the number in the household?
 - State guidance for adequacy is \$500 per person per month.
3. Does the household pay its proportionate share of expenses for housing, food, bills, etc.?

Examples of multiple households under one roof include:

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- Roommates who pay for their share of the rent and their own living expenses.
 - Families who share a house and pay their share of the rent or mortgage and living expenses.
- H. **Person living at school** - When the parent or guardian pays the tuition, count the child living at a school as a member of the household.
- I. **Person living in an institution** –Residents of a homeless facility or an institution aren't one large household. An individual or group of individuals (for example a woman and two children) living in a homeless facility or an institution are counted as a separate household.

Information:

When people live together it is likely they share resources which makes them one economic unit. However, clinic staff may ask questions and find that the units are independent of each other. Asking questions about the dividing of living expenses, sharing of food, etc. can provide helpful information to determine if there are separate economic units living together.

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Section 4 Definition of Income

POLICY: Definition of Income

Gross or net income:

Staff must use **gross** income to determine WIC income eligibility unless the applicant or client is a farmer or self-employed person.

- Gross income is the person's income before deductions for income taxes, social security taxes, insurance premiums, bonds, etc.
- Staff must not reduce gross income for any reason including financial hardships, medical bills, or child support.

Staff must use **net** income to determine income eligibility for farmers and self-employed persons.

- Use the adjusted net income figure on a completed tax return or determine net income by subtracting the operating expenses from the gross income.

Current or annual income:

Staff use current or annual income whichever is the better indicator of the household's financial status. However, federal regulations require staff to assess current income for applicants and clients who are unemployed.

- **Current income:**
 - All income received by any and all members of the household during the **past 30 days**.
 - For unemployed persons "current" refers to the income available to the household in the **next 30 days**, for example the amount the household will receive for unemployment benefits.
- **Annual income** is income received during the past 12 months. See the "[Income Averaging](#)" policy for more information.

Note: See the Information section for examples of when to use current or annual income. See the "[Documenting Income Information](#)" policy for more information about proof of income requirements.

Income inclusions and exclusions:

This section lists common types of income and whether or not staff include the income in the WIC eligibility assessment. In general, staff must count all sources of income in the assessment and exclude only specific income types listed in federal regulations.

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Inclusions:

Staff **must** include the following types of income in the WIC income assessment:

1. Money received from employment for services including wages, salary, overtime, commissions, bonuses, or fees.
2. Disability payments including L & I (Labor and Industries) payments.
3. Social security benefits.
4. Supplemental Security Income (SSI).
5. Dividends or interest on savings or bonds.
6. Income from estates or trusts.
7. Net rental income.
8. Net income from farm and nonfarm self-employment.
9. Public assistance cash grants or welfare payments.
10. Unemployment benefits.
11. Government civilian employee or military retirement benefits or pensions.
12. Veteran's payments.
13. Private pensions or annuities.
14. Alimony (also known as spousal support or spousal maintenance) payments received.
15. Child support payments received.
16. Regular contributions from persons not living in the household.
17. Net royalties.
18. Other cash income which includes, but is not limited to, cash received or withdrawn from any source including savings, investments, trust accounts, and other resources which are readily available to the household.
19. Lump sum payments that represent new income such as:

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- gifts
- inheritance
- lottery winnings
- Native American per capita payments (from casino revenues for example)
- workman's compensation for lost income and severance pay

See the “[Lump Sum Payments](#)” policy in this chapter.

20. Cash amounts withdrawn from Indian Trust Funds.
 21. Student grants and scholarships, except those identified as income exclusions in federal regulations. See the income exclusion section below.
 22. Veteran’s Education Program (VEP) also known as the GI Bill – one-time rural benefit payment.
 - A one-time rural benefit is given to those individuals who are eligible for this payment. Count this amount as income for the WIC assessment.
 - Other portions of the Post 9-11 GI Bill, such as tuition and fees paid directly to the school or a monthly housing allowance based on the Basic Allowance for Housing (BAH), don’t count as income for the WIC assessment. See the income exclusions section below.
 23. Military cash allowances for uniforms and food.
 24. Military pay for base pay, special duty, re-enlistment bonus, and Continental United States Cost of Living Allowance (CONUS COLA).
 - See below for the types of military pay excluded from the WIC income eligibility assessment.
- Note:** See the [Military Pay Code table](#) in the Appendix which lists types of military pay and whether or not the income is included or excluded for the WIC income assessment.

Exclusions:

Staff **must not** include the following types of income in the WIC income assessment:

1. Any income from the following grants, scholarships and loans:
 - a. Pell Grant

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- b. Supplemental Educational Opportunity Grant
 - c. State Student Incentive Grants
 - d. National Direct Student Loan
 - e. PLUS
 - f. College Work Study
 - g. Byrd Honor Scholarships
2. Veteran's Education Program (VEP) or GI Bill: Don't count the following items related to the VEP or GI Bill as income for the WIC assessment:
- a. Deductions taken from military personnel's income to fund the Veteran's Education Program (VEP) or GI Bill.
 - b. Tuition and fees paid directly to the school. This includes the "Yellow Ribbon Program" which provides additional assistance with tuition for more expensive private institutions, graduate school or out-of-state tuition.
 - c. Post 9-11 GI Bill housing allowance. The Post 9-11 GI Bill may provide a monthly housing allowance based on the Basic Allowance for Housing (BAH). Staff don't count this amount since Washington WIC doesn't count BAH as income.
3. Payments or allowances received from the Home Energy Assistance Act of 1980.
4. Military housing allowances.
5. Military Overseas Continental United States Cost of Living Allowance (OCONUS COLA).
6. Combat-related pay. Pay received by a military service member because he or she is deployed to a designated combat zone. Don't include combat-related pay when the service member:
- a. Receives it in addition to the basic pay.
 - b. Receives it as a result of deployment to, or service in, an area that is designated as a combat zone.
 - c. Didn't receive this type of pay before his or her deployment to or service in the designated combat zone.
- Examples of combat related pay include, but are not limited to: combat pay, Hazardous Duty Incentive Pay (HDIP), Hostile Fire/Imminent Danger Pay (HFD/IDP), Hardship Duty Pay (HDP), Foreign Language

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Proficiency Pay (FLPP), and Combat-related Injury and Rehabilitation Pay (CIP).

- See the Appendix for the current list of [designated combat zones](#).

7. In-kind housing or other in-kind benefits and payments, for example military on-base housing, medical services, etc.

The following examples of in-kind benefits aren't counted as income:

- a. When an employer lists a housing allowance on the check but the client doesn't actually receive it because it's automatically sent to the housing provider; staff don't count the amount as income.
 - b. A woman lives with a family and provides child care in return for her housing. WIC doesn't count the value of her housing as income.
 - c. An employer places the employer contribution to health insurance premiums on a client's check then deducts the amount and pays it directly to the insurance company. The client doesn't receive the cash. The employer contribution is an in-kind benefit.
8. Loans, not including the amounts which the person has constant or unlimited access.
 - Exclude loans from banks or other sources (or a line of credit). These funds are only temporarily available. The person must repay them.
 9. The value of Farmers Market Nutrition Program benefits.
 10. The value of assistance to children or their families from the following programs:
 - a. School Lunch Program
 - b. Summer Food Service Program
 - c. Child and Adult Care Food Program
 - d. Special Milk Program
 - e. School Breakfast Program
 - f. Basic Food Program
 - g. Food Distribution Program (on Indian Reservations)
 - h. Food Bank Programs
 11. Any child care payments from the following programs:
 - a. TANF Child Care Program
 - b. Title IV-A Child Care Program
 - c. JOBS Child Care Program

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- d. At-Risk Child Care Programs
 - e. Child Care Development Block Grant
12. Lump sum payments that represent reimbursements including those received from insurance companies for loss or damage of property and payments of medical bills resulting from an accident or injury.
 13. Earned Income Credit (EIC), a tax credit for families who work and have children.
 14. Payments received under the Job Training Partnership Act from the following programs:
 - a. Adult and Youth Training Programs
 - b. Summer Youth Employment and Training Programs
 - c. Dislocated Worker Programs
 - d. Programs for Native Americans
 - e. Migrant Seasonal Farmworkers Program
 - f. Veterans Employment Programs
 - g. Job Corps and AmeriCorp
 15. Payments received under the Alaskan Native Claims Settlement Act.
 16. Income derived from certain sub-marginal land of the United States which is held in trust for certain Indian tribes.
 17. Any payment to volunteers under Title I (VISTA and others) and Title II (Retired Senior Volunteer Program, foster grandparents, Senior Companions Program, and others).
 18. Payment to volunteers under Section 8 of the Small Business Act (SCORE and ACE).
 19. Payments under the Disaster Relief Act of 1974, as amended by the Disaster Relief and Emergency Assistance Amendments of 1989.
 20. Payments received under the Carl D. Perkins Vocational Education Act and the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990.
 21. Payments received due to the Agent Orange Compensation Exclusion Act.
 22. Payments received from Wartime Relocation of Civilians under the Civil Liberties Act of 1988.

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23. Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
24. Payments received under the Old Age Assistance Claims Settlement Act, except for per capita shares in excess of \$2,000.
25. Payments received under the Judgment Award Authorization Act.
26. Payments received under the Cranston-Gonzales National Affordable Housing Act, unless the family's income equals or exceeds 80% of the median income of the area.

Note: The Housing and Urban Development (HUD) agency determines the "median income of the area." All recipients of payments under the Cranston-Gonzales National Affordable Housing Act and the Housing and Community Development Act of 1987 have incomes below 80% and 50% of the area, respectively. Therefore, WIC doesn't count these payments as income for WIC eligibility purposes. Federal law requires that WIC states this information in the manual.

27. Payments received under the Housing and Community Development Act of 1987, unless the family's income increases at any time higher than 50% of the median income of the area. (See the Information section at the end of this policy.)
28. Payments to the Confederated Tribes and Bands of the following Indian Tribes:
 - a. Yakama Indian Nation
 - b. Apache Tribe of the Mescalero Reservation
 - c. Grand River Band of Ottawa Indians
 - d. Passamaquoddy Tribe
 - e. Penobscot Nation
 - f. Sac and Fox Indians (claims agreement)
 - g. Navajo and Hopi Tribes (relocation assistance)
 - h. Turtle Mountain Band of Chippewas (Arizona)
 - i. Blackfeet Tribe (Montana)
 - j. Gros Ventre Tribe (Montana)
 - k. Assiniboine Tribes (Montana)
 - l. Papago Tribe (Arizona)
 - m. Red Lake Band of Chippewas
 - n. Saginaw Chippewa Indian Tribe (Michigan)
 - o. Chippewas Tribe (Mississippi)
29. Family Subsistence Supplemental Allowance (FSSA) Payments.
30. National Flood Insurance Program Payments.

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31. Filipino Veterans Equity Compensation Fund payments as part of the American Recovery and Reinvestment Act of 2009 (ARRA) (Public Law 111-5).

PROCEDURE:

Staff:

- A. Assess the applicant's or client's income to determine what is counted or not counted for the WIC income assessment.
- B. Enter income information in the person's file.
 1. Enter accurate income information in the person's file whether determining income eligibility using adjunctive eligibility or income-based eligibility.
- C. Assess if the person is income eligible.

Information:

Examples of when to use current or annual income:

Federal guidance recommends using **annual income** in the following situations:

- When a household member takes a temporary leave of absence from employment, such as family leave and receives a lower income during the leave.
- For teachers paid during the school year (approximately 10 months) and on temporarily leave during the summer.
- College students who work additional hours during the summer months or on breaks.
- Seasonal work such as logging, fisheries, etc.

Federal guidance recommends using **current income** in the following situations:

- Military reservists or National Guards who have a lower income when called to active duty.
- People currently unemployed who have a lower income during the time of unemployment.

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POLICY: Lump Sum Payments as Income

Staff must use the following guidelines when determining how to treat lump sum payments for WIC income eligibility.

Staff must count these lump sum payments as income:

1. Payments that represent new money intended as income such as:
 - military re-enlistment bonuses
 - gifts
 - inheritances
 - lottery winnings
 - Native American per capita payments (for example from casino revenues)
2. Workman's compensation for lost income
3. Severance pay

Staff must not count these lump sum payments as income:

1. Reimbursements for lost or damaged property
2. Payments for medical bills resulting from an accident or injury

If the lump sum payment represents both categories, clinic staff must determine what part of the payment is a reimbursement and what part is new income. Staff can income average lump sum payments. See the "[Income Averaging](#)" policy in this chapter for more information.

Staff must require proof of income for the lump sum payment just like other sources of income.

Note: See the [Military Income Guide](#) staff tool for guidance about which types of military lump sum payments count as income and which don't.

PROCEDURE:

Staff:

- A. Assess the lump sum payment to determine if all or part of it counts as income-based on the guidelines above.
- B. Count the lump sum payment (or the part of the lump sum payment that is new income) as income for the WIC assessment.

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- C. Enter the source proof and income amount in the file.
- D. Assess income eligibility based on WIC income guidelines.
 - 1. See the policy “[Income Averaging](#)” in this chapter for more information.

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POLICY: Zero Income

If an applicant, client or caregiver reports "zero" income, staff must:

1. Ask additional questions to determine if there is any financial or other support for living expenses. Examples include:
 - Financial support from other people, like family or friends
 - Financial support (cash) from an organization
 - Resources that are readily available to the person, such as money received or withdrawn from any source including savings, investments, trust accounts, etc.
2. Consider this information for the income eligibility determination.
3. Have the person sign the WIC Statement of Income Form when he or she has zero income.
 - The WIC Statement of Income form isn't required when the person is adjunctively eligible for WIC due to their participation in an income-qualifying program and shows proof of adjunctive eligibility, even if the person reports zero income. The proof of adjunctive eligibility is proof of income eligibility for WIC.

Staff can accept a written statement from a reliable third party who knows the person's circumstances and can attest that he or she has no income.

1. The WIC Statement of Income Form isn't required since the third party statement is the proof of income.
2. Reliable third parties might include staff of a social service agency, church, relief organization, legal aid society, school counselor or nurses, etc.

PROCEDURE:

Staff:

- A. Follow procedures in this chapter for income eligibility determination.
- B. Ask the person reporting zero income to describe his or her living circumstances to assess if there is another source of support and to identify referral needs.
 1. Ask how the person has shelter, food, clothing or medical care.
 - This helps staff assess if the client is adjunctively eligible due to an income-qualifying program.

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- Staff may find sources of income to count, or determine the person is part of the economic unit of the household that's supporting the person.
- C. Enter zero income and "none" as the source of income in Client Services when the person has no income and no other financial support.
- D. Enter the WIC Statement of Income Form as the proof of income when it's used and keep it on file for four years.
- E. Enter the statement from the reliable third party as proof when it's used and keep on file for four years.
1. The WIC Statement of Income Form isn't required when a third party statement is available. The third party statement is the client's proof.
- F. Refer the applicant or client to the Family Health Hotline (1-800-322-2588) for help finding financial, food and medical assistance programs. It's important for staff to follow-up on the referrals the following month.

Information:

Clinic staff ask follow-up questions of all applicants and clients reporting zero income about their living situation and how they get basic living necessities such as food, shelter, medical care and clothing. WIC can help people with zero income not only by providing WIC services but also through referrals to local sources of aid and assistance. Given WIC's definition of household size and income, zero income should occur rarely and usually on a temporary basis.

The WIC Statement of Income Form is available in many languages on the DOH-WIC website.

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Section 5 Documenting Income Information

POLICY: Requirement to Document Income Information

Staff must document the client's income eligibility information on the Income Documentation Tab in Client Services.

Note: Client Services will automatically document the person logged on to the computer and the date.

PROCEDURE:

Staff enter the following information on the Income Documentation tab:

- A. Number in household.
 - See the "[Definition of Family or Household Size](#)" policy in this chapter.
- B. Adjunctive eligibility when it applies.
 1. Mark the boxes at the top of the Income Documentation tab when the client is currently participating in one or more of the programs and provides proof.
 2. Mark one of the boxes on the Adjunctive Eligibility pop-up when the client is adjunctively eligible due to a household member and provides proof.
 - Only mark the Medicaid box after receiving a positive ProviderOne search result.
 - See the adjunctive eligibility policies in this chapter for more information.
- C. Source of income.
 - See the "[Document Income Sources](#)" policy in this chapter.
- D. Type(s) of proof shown for income **or** current eligibility for an income-qualifying program.
 - See the "[Proof of Income Eligibility](#)" policy in this chapter for information about acceptable types of income documentation.
- E. Income amount.
 1. Document the self-reported income amount when the client is adjunctively eligible.
 2. Document income from paystubs, etc. when using income-based eligibility.
 - See the "[Definition of Income](#)" policy to determine what to include and not include.

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- F. Interval - how often the person or a household member receives income.
- See the “[Document Income Interval/Frequency](#)” policy for more information.
- G. Proof of identification and residency.
- See [Volume 1, Chapter 3 – Application and Processing Standards](#) for lists of acceptable identification and residency documentation.

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Section 5 Documenting Income Information

POLICY: Document Income Sources

Staff must document the source(s) of household income for each applicant or client when assessing income eligibility.

The sources of income are defined as follows:

1. **Employment** – Money earned from employment (working), including self-employment. Includes wages, salary, overtime, commissions, bonuses and fees. Don't use this selection for military income.
2. **Military** – Includes money earned from military employment including Army, Navy, Air Force, Marines, Coast Guard, etc.; doesn't include civilian employment on a military base. See the "[Definition of Income](#)" policy for information about which types of military income to count when determining WIC income eligibility.
3. **Public Assistance** – Includes any **cash** assistance including Temporary Assistance for Needy Families (TANF). This doesn't include medical assistance or the value of benefits received from the Basic Food Program (SNAP).
4. **Unemployment** – Includes Unemployment Insurance (UI) benefits.
5. **Foster Care** – Count Foster Care payments as the source of income for foster children. Count a foster child as a household of one.
6. **Child Support** – Money an absent parent pays on a regular basis to help support his or her child.
7. **Supplemental Security Income (SSI)** – Money paid to a person who is disabled and has a low income level.
8. **Student Financial Aid** – See the "[Definition of Income](#)" policy in this chapter for more information about student financial aid, grants and loans.
9. **Other** - Miscellaneous sources of income such as alimony (spousal support or spousal maintenance) payments, dividend or interest income, amounts withdrawn from savings, contributions from another person, etc.
10. **None** – Document none as the source when the applicant or client has zero income.

CHAPTER 6 INCOME**Section 5 Documenting Income Information**

PROCEDURE:

Staff:

- A. Select each source of the household's income in Client Services.

POLICY: Proof of Income Eligibility

Staff must view and document each applicant's and client's proof of WIC income eligibility.

Staff can accept written or electronic proof of income eligibility.

Proof of WIC income eligibility includes the following:

1. Proof of eligibility for an income-qualifying program.
 - a. Client Services ProviderOne search results.
 - Staff must use the Client Services ProviderOne search to determine WIC eligibility due to Medicaid Title 19, state-funded or federal non-Title 19 medical assistance program participation.
 - b. Documentation showing current eligibility for an income-qualifying program.
 - Examples include award letters for the Basic Food Program, SNAP, TANF or FDPIR.
2. Proof of household income.
 - All paystubs or other documentation for all sources of household income for the **past 30 days**.
 - The person must show all paystubs from the past 30 days, even when he or she gets paid the same amount each pay period.
 - See the "[Document Income Interval/Frequency](#)" policy for more information about entering income information from the past 30 days in Client Services.

Staff must document proof of WIC income eligibility. The proof must match the method used to determine income eligibility.

- Document the proof of the income qualifying program when the person is adjunctively eligible.
- Document proof of the household income when using income-based eligibility.

See the following policies when the person doesn't bring proof of income eligibility:

- "[Grace Period for Proof of Income](#)"

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Section 5 Documenting Income Information

- [“Applicants and Clients with No Proof of Income”](#)

The local agency has the option to make copies of the person’s proof of income. When choosing this option, the local agency must have a policy describing:

1. When staff make copies.
2. Where staff file copies.
3. How the agency protects the applicant’s or client’s information.

Note: Federal regulations don’t require copying income documentation and therefore the Washington WIC program doesn’t recommend this option.

PROCEDURE:

Staff:

- A. Review the person’s proof of WIC income eligibility; either proof of current eligibility for an income-qualifying program, or proof of all sources of household income.

1. Accept the following types of proof for an income-qualifying program:
 - a. Client Services ProviderOne search results showing current eligibility.
 - The search results are the client’s proof of income eligibility.
 - Staff don’t have to see the ProviderOne card.
 - Minor variations in the name are allowed, for example when a intake worker made a minor spelling error.

Note: Staff aren’t allowed to use other ways of getting Medicaid or state-funded medical program eligibility information **for proof of WIC eligibility**. The Client Services ProviderOne search looks at the income eligibility levels and funding sources of each program. Other methods, like going to the DSHS ProviderOne webpage or talking to the Community Service Office (CSO) doesn’t give this level of detail in order to determine if the client is on a WIC income-qualifying program.

- b. Notification letter from an income-qualifying program, such as a TANF, Basic Food Program (SNAP) or FDPIR award letter.
- c. Other documents showing current eligibility for an income-qualifying program.

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Section 5 Documenting Income Information

2. Accept the following types of proof of household income, written or electronic:
 - a. Current pay stub(s) for the reported interval; weekly, bi-weekly, twice-monthly, monthly or annual, for the past 30 days.
 - b. Unemployment benefit stub.
 - c. Benefits or earning statement (like a military Leave and Earning Statement – LES).
 - d. W-2 Form(s) or income tax return (most recently completed).
 - It's important to get the most current income information and documentation available for the WIC assessment.
 - Use W-2 forms and tax returns as a last resort for clients when other more current documents aren't available.
 - A tax return is most commonly used for farmers and self-employed people because it's often the most current documentation available and it's easier to use to determine their net income.
 - e. Other documents that show the household's income.
- B. Document eligibility for an income-qualifying program when it applies.
 1. Mark the box(es) at the top of the Income Documentation tab for Medicaid, TANF, the Basic Food Program (SNAP) or FDPIR when:
 - The ProviderOne client is the WIC client. See # 3 below when the ProviderOne client is a household member.
 - Only mark the box when the person provides **proof of current eligibility**.
 2. Open the Adjunctive Eligibility (Adj Elig.) pop up box to document adjunctive eligibility due to a qualifying household member or household eligibility for an income-qualifying program. Select the statement that describes the situation:
 - a. Pregnant woman currently certified as eligible for Medicaid.
 - b. Infant currently certified as eligible for Medicaid.
 - c. Household eligibility for TANF, Basic Food Program (SNAP) or FDPIR.
 3. Document the ProviderOne number in the client's file.

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- a. Enter the number in the ProviderOne field on the Income Documentation tab when the ProviderOne client is the WIC client.
 - b. Enter the number in the Comment field of line of income when the ProviderOne number belongs to the WIC client's household member who is a pregnant woman or infant on Medicaid Title 19.
- C. Enter the income amount and how often received on the Income Documentation tab.
1. Adjunctive eligibility: Enter the self-reported income amount.
 2. Income-based eligibility: Enter the income amount from the paystubs, etc.
- D. Enter the proof of income eligibility.
1. Adjunctive eligibility: Enter the proof of the income qualifying program.
 2. Income-based eligibility: Enter the type of proof seen, paystubs, etc.
- E. Determine income eligibility by pressing the Calculate Income Eligibility button in Client Services. See the "[WIC Income Eligibility](#)" policy for more information about WIC income eligibility.

CHAPTER 6 INCOME**Section 5 Documenting Income Information**

POLICY: Document Income Interval/Frequency

Staff must document the client's income interval or frequency. This is how often the person receives income.

Use the following definitions:

- Hourly – The person gets paid by the hour.
 - When staff enter an hourly wage, Client Services multiplies by 40 hours (full time employment), to convert to a weekly amount.
 - Client Services compares this to the weekly interval of WIC's income guidelines.
 - If the client works more or less than 40 hours per week, staff multiply the hours times the applicable hourly wage and enter as a weekly amount.
- Weekly – The person is paid each week.
- Bi-Weekly – The person is paid every other week.
- Twice-Monthly – The person is paid two times a month.
- Monthly – The person is paid once a month.
- Annually – Income received for one year.
 - Use this when annual income best reflects the household's income, or when the household has multiple income intervals.

When the person gets paid the same amount on each paystub from the past 30 days, enter the amount and the interval.

When the person gets paid a different amount on each paystub from the past 30 days:

1. Add the amounts from the paystubs together and divide by the number of paystubs received in the past 30 days.
2. Enter the amount in Client Services.
3. Document the interval.

When a household receives income at different intervals, Client Services converts the income to the current annual amount to compare to WIC income guidelines.

CHAPTER 6 INCOME**Section 5 Documenting Income Information**

PROCEDURE:

Staff:

- A. Document the income interval/frequency in Client Services using the definitions listed above.

CHAPTER 6 INCOME

Section 5 Documenting Income Information

POLICY: Grace Period for Proof of Income

Staff must screen for income eligibility based on the self-reported amount when the applicant, client or caregiver doesn't bring proof of income or proof of participation for an income-qualifying program to the certification appointment.

- See the "[When to Assess Income Eligibility](#)" section for more information.
- See the "[No Proof of Income](#)" policy when proof of income doesn't exist.

If the self-reported amount meets WIC income guidelines, staff:

1. Document the self-reported amount on the Grace Period for Proof of Income form and have the person sign.
2. Provide a one month grace period for the proof.
3. Issue one set of checks.

Staff can use one Grace Period for Proof of Income form for household members who are certified and given a grace period for proof of income on the same day.

Staff must document the proof as "Not Provided" in the applicant's or client's file. This automatically documents the one month grace period.

The person must bring in the missing proof showing WIC income eligibility before staff provide a second set of WIC checks.

Note: Client Services prints grace period information on transfer cards.

PROCEDURE:

Staff:

- A. Assess income eligibility based on self-reported information when the person doesn't bring proof of income or proof of participation for an income-qualifying program to the certification, recertification or when the person reports a change that can affect WIC eligibility.
- B. If the self-reported income is WIC eligible, document the amount on the Grace Period for Proof of Income form and have the person sign.
 1. Clients certified on the same day can use one form for the grace period for proof of income
 2. Staff can use a separate form for each household member if that's clinic practice.

CHAPTER 6 INCOME**Section 5 Documenting Income Information**

3. Keep the completed form in the clinic's file for 4 years.
- C. Select "Not Provided" as the proof of income in the client's file. This will document the one month grace period for proof of income.
- D. Give a one month grace period and one set of checks.
- E. Let the person know he or she can't receive a second set of checks until the missing proof is provided and staff verify income eligibility.
1. This gives the required 20-day notice of program ineligibility if the person doesn't bring in proof of income or it doesn't meet WIC guidelines.
- F. Assess income eligibility when the client or caregiver brings the proof the following month.
1. Enter the income in the client's file and the type of proof seen. The proof can be:
 - a. Paystubs or other documentation of household income or
 - b. Proof of current eligibility for an income-qualifying program.
 2. Continue to provide WIC benefits if the client is income eligible.
 3. Take the client off WIC if the client isn't income eligible.
 - a. Give a completed "Not Eligible" letter.
 - b. The client or caregiver isn't required to repay WIC for the one month of benefits received.

Information:

Local agencies can help decrease the number of clients or caregivers who come to the clinic without proof of income by letting them know what they should bring to each appointment. Staff can mark this information on the WIC Appointment/ID Folder.

The Grace Period for Proof of Income form is available on the DOH-WIC website.

CHAPTER 6 INCOME**Section 5 Documenting Income Information**

POLICY: No Proof of Income

In limited situations clients aren't required to provide proof of income. In these cases the person must fill out and sign the Statement of Income form and include a statement about why he or she can't provide proof of income.

Staff can use the Statement of Income form only for people who:

- Work for cash and don't receive income documentation
- Had income documentation destroyed, for example in a house fire or natural disaster
- Are homeless
- Are migrants (See the "[Assess Migrant Income](#)" policy for more information)

Staff must allow the person to fill out and sign the Statement of Income form as long as it's appropriate according to the policy requirements listed above.

PROCEDURE:

Staff:

- A. Assess if the client meets the policy requirements to use the Statement of Income Form.
- B. Ask for household size and self-reported income, and assess income eligibility based on WIC guidelines.
- C. Have the person:
 1. Document the household income amount and frequency.
 2. Sign the Statement of Income Form stating why he or she can't provide proof of income.
 3. Keep the form on file for four years.
- D. Enter the Statement of Income form as the proof of income on the Income Documentation tab.

Information:

The Statement of Income form is available on the DOH-WIC website.

CHAPTER 6 INCOME**Section 5 Documenting Income Information**

POLICY: Reliable Third Party Statement

Staff can accept a written statement from a reliable third party with knowledge of the client's or caregiver's income for proof of income.

Staff typically use this method when proof doesn't exist or isn't readily available, and the situation doesn't meet the criteria for using the WIC Statement of Income Form.

Example: Staff accept a reliable third party statement when proof of income exists, but requiring it would lead to personal harm or endanger the person's living situation, such as:

- Domestic violence situations
 - Pregnant teens who might be told they have to leave home
1. Reliable parties might include employers, staff of a social service agency, church, relief organization, legal aid society, school counselor or nurses, etc.
 2. In these cases, the WIC Statement of Income Form isn't required; the statement from the third party is the proof of income.

PROCEDURE:

Staff:

- A. Accept statements from reliable third parties when the client or caregiver can't provide proof of income and doesn't meet the criteria for using the WIC Statement of Income form.
- B. Document income information and assess for WIC eligibility.
- C. Keep the statement on file for four years.
 1. File the statement according to clinic practice.

CHAPTER 6 INCOME**Section 5 Documenting Income Information**

POLICY: Verify Income When Information is in Question

Staff must verify the client's income if:

1. There's reasonable evidence the client or caregiver gave inaccurate, inconsistent or untrue information.
2. The Local Agency verifies income as a standard practice for all programs in order to receive services.
 - The local agency must have a written policy approved by state WIC staff when the agency verifies income as a standard practice.
 - The Local Agency must be fair and consistent about requiring income verification.

Income verification means checking the client's income through another source. Examples of income verification include but are not limited to: contacting the employer to verify wages, contacting the local Community Services Office (CSO), asking for more or different types of proof of income from the client, or asking for a statement from a reliable third party with knowledge of the client's income, etc.

PROCEDURE:

Staff:

- A. Determine if there's evidence to suspect the person gave inaccurate or untrue income information to WIC.
 1. Talk with clinic coordinator or supervisor about concerns and issues about income information.
- B. Verify the client's income:
 1. Ask the client to bring pay stubs or other types of proof of income to the clinic for further assessment.
 2. Verify income through another source, like the client's employer or a reliable third party like a community service organization.
- C. Document the income verification and source of verification in the client's file.
 1. Determine if the client or caregiver reported inaccurate income and assess if it was an accidental error or on purpose.

CHAPTER 6 INCOME**Section 5 Documenting Income Information**

- a. If the client or caregiver made an error and is over income, explain the situation and take the client off WIC after providing the required 20-day notification of ineligibility for WIC benefits.
 - b. If it appears the client or caregiver gave untrue information on purpose, contact the Compliance Team at the state WIC office. See [Volume 1, Chapter 2 - Program Compliance](#) for more information.
- D. Follow agency policy when the agency requires all programs to verify income in order to receive services.

CHAPTER 6 INCOME**Section 6 Income Averaging**

POLICY: Income Averaging

Staff must use annual income from the past 12 months to determine eligibility instead of current income when it's a better indicator of the household's financial status. This is called income averaging.

Staff use income averaging to account for:

- Highs and lows in income due to seasonal employment
- Fluctuations in income
- A lump sum payment
- A recent increase that puts the household's current income above WIC's guidelines

Note: Use the current income during unemployment for households with unemployed adult members if this makes them WIC eligible.

Staff must:

1. Require proof of income for each of the past 12 months when income averaging.
 - See the "[Grace Period for Proof of Income](#)" policy in this chapter when the person doesn't bring proof of income.
2. Have the applicant, client or caregiver sign the WIC Statement of Income Form when:
 - Proof of income doesn't exist for one or more of the past 12 months.
 - The person had zero income for one or more of the past 12 months.

See the "[Zero Income](#)" and "[Applicants and Clients with No Proof of Income](#)" policies in this chapter for more information. An example of the WIC Statement of Income Form is in the Appendix.

PROCEDURE:

Staff:

- A. Use annual income (income average) when it's a better indicator of the household's income.

CHAPTER 6 INCOME

Section 6 Income Averaging

- B. Enter the household's income and type of proof seen for the past 12 months on the Income Averaging window in Client Services. Press the "Inc Avg" button on the Income Documentation Tab to access the Income Averaging window.
1. Provide a grace period for proof when appropriate. See the "[Grace Period for Proof of Income](#)" policy for more information.
 2. Complete the WIC Statement of Income form for any months when proof of income doesn't exist or there was zero income and have the applicant, client or caregiver sign. See the "[Applicants and Clients with No Proof of Income](#)" policy in this chapter for more information.
- C. Assess income eligibility based on the household's income from the past 12 months using WIC income guidelines.
- D. Refer applicants and clients who aren't income eligible to the Family Health Hotline (1-800-322-2588) for help finding other health and social services. See [Volume 1, Chapter 12 – Referrals](#) for more information.

Information:

Staff can use a year-to-date amount on a check stub as proof of income for the months it covers when income averaging. The person needs to bring proof for the rest of the 12 months not included in the year-to-date amount.

The WIC Statement of Income Form is available in many languages from the DOH-WIC website.

Appendix

CHAPTER 6 INCOME

Section 7 Appendix

WASHINGTON STATE DEPARTMENT OF HEALTH
WIC NUTRITION PROGRAM INCOME ELIGIBILITY STANDARDS
EFFECTIVE DATE: APRIL 11, 2016

TABLE OF WIC ELIGIBILITY BY GROSS INCOME AND HOUSEHOLD SIZE

Household Size	Weekly	Bi-Weekly	Twice-Monthly	Monthly	Annually
1	\$ 423	\$ 846	\$ 916	\$1,832	\$21,978
2	\$ 570	\$1,140	\$1,235	\$2,470	\$29,637
3	\$ 718	\$1,435	\$1,554	\$3,108	\$37,296
4	\$ 865	\$1,730	\$1,874	\$3,747	\$44,955
5	\$1,012	\$2,024	\$2,193	\$4,385	\$52,614
6	\$1,160	\$2,319	\$2,512	\$5,023	\$60,273
7	\$1,307	\$2,614	\$2,832	\$5,663	\$67,951
8	\$1,455	\$2,910	\$3,152	\$6,304	\$75,647
9	\$1,603	\$3,206	\$3,473	\$6,946	\$83,343
10	\$1,751	\$3,502	\$3,794	\$7,587	\$91,039
11	\$1,899	\$3,798	\$4,114	\$8,228	\$98,735
12	\$2,047	\$4,094	\$4,435	\$8,870	\$106,431
13	\$2,195	\$4,390	\$4,756	\$9,511	\$114,127
14	\$2,343	\$4,686	\$5,076	\$10,152	\$121,823
15	\$2,491	\$4,982	\$5,397	\$10,794	\$129,519
16	\$2,639	\$5,278	\$5,718	\$11,435	\$137,215
17	\$2,787	\$5,574	\$6,039	\$12,077	\$144,911
18	\$2,935	\$5,870	\$6,360	\$12,719	\$152,607
19	\$3,083	\$6,166	\$6,681	\$13,361	\$160,303
20	\$3,231	\$6,462	\$7,002	\$14,003	\$167,999

For each additional member add:	Weekly	Bi-Weekly	Twice-Monthly	Monthly	Annual
	\$148	\$296	\$321	\$642	\$7,696

- Weekly:** Receives income every week.
Bi-Weekly: Receives income every 2 weeks.
Twice-Monthly: Receives income two times a month.
Monthly: Receives income once a month.
Annual: Total income for 1 year.

Income Conversion Factors:

- If a household has only one source of income, or if all the sources are paid at the same interval, compare the income to the same interval of the WIC income guidelines for the household size.
- If a household has income sources at more than one interval, annualize all income and compare to the "Annual" column of the income guidelines. To annualize, multiply:
 - Weekly x 52
 - Bi-Weekly x 26
 - Twice-Monthly x 24
 - Monthly x 12

Military Pay Codes

This table lists military pay codes and the type of pay each code represents.

✓ = Count as Income	? = Ask Questions to see if the pay is combat-related	✗ = Don't Count as Income
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Code	Count as income	Type of Pay
AB	✓	Accession bonus
ACIP	✓	Aviation Career Incentive Pay
ACP	✓	Aviation Continuation Pay
AIP	?	Assignment Incentive Pay
ASP	✓	Additional Special Pay
BAH	✗	Basic Allowance for Housing
BAS	✓	Basic Allowance for Subsistence
BAQ	✗	Basic Allowance for Quarters
Base Pay or BASE	✓	Base Pay
BCP	✓	Board Certified Pay Special Pay
CCA	✓	Civilian Clothing Allowance
BRA	✓	Basic Replacement Allowance
Continuation Pay	✓	Continuation Pay
CCCA	✓	Continuing Civilian Clothing Allowance
CCRA	✓	Cash Clothing Replacement Allowance
CEFIP	✓	Career Enlisted Flyer Incentive Pay
CIP	✗	Combat-related Injury & Rehabilitation
CMA or CLOTHING	✓	Clothing Maintenance Allowance or Clothing Allowance
CMAI	✓	Civilian Clothing Maintenance Allowance
CONUS COLA or COLA	✓	Continental U.S. Cost of Living Allowance
Combat Duty or Combat Zone Pay	✗	Combat Duty or Combat Zone Pay
CRA	✓	Clothing Replacement Allowance
CSP or CARSEA	✓	Career Sea Pay
CSP-P	✓	Career Sea Pay – Premium
CSRB	✓	Critical Skills Retention Bonus
CVI	✓	Conditional Voluntary Indefinite Status
DLA	✗	Dislocation Allowance
Dive Pay	?	Dive Pay
DSCT Meal	✗	Discount Meal

Military Pay Codes

✓ = Count as Income	? = Ask Questions to see if the pay is combat-related	✗ = Don't Count as Income
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Code	Count as income	Type of Pay
FDP	?	Foreign Duty Pay
FLPP	?	Foreign Language Proficiency Pay
Flight, Fly Pay, or FLY	?	Flight or Fly Pay
FSA	?	Family Separation Allowance
FSH	✗	Family Separation Housing
FSSA	✗	Family Subsistence Supplemental Allowance
HALO	?	High Altitude/Low Altitude
HDIP	?	Hazardous Duty Incentive Pay
HDP – Involuntary Extension	?	Hardship Duty Pay – Involuntary Extension
HDP – L	?	Hardship Duty Pay - Location
HDP – M	?	Hardship Duty Pay – Mission
HFP/IDP	?	Hostile Fire/Imminent Danger Pay
HFP-L	?	Hostile Fire Pay - Location
HZD	?	Hazardous Duty Pay
ICCA	✓	Initial Civilian Clothing Allowance
IDP	?	Imminent Danger Pay Note: Can also mean Independent Duty Corpsman
ISP	✓	Incentive Special Pay
Jump Pay or JUMP	?	Jump Pay
LQA	✗	Living Quarters Allowance
Maternity Clothing Allowance	✓	Maternity Clothing Allowance
MIHA – Miscellaneous	✗	Moving Housing Allowance - Miscellaneous
MIHA – Rent	✗	Moving Housing Allowance – Rent
MIHA – Security	✗	Moving Housing Allowance - Security
MRB	✓	Multiyear Retention Bonus
MSP	✓	Multiyear Special Pay
NIB	✓	Nuclear Career Annual Incentive Bonus
NPAB	✓	Nuclear Power Accession Bonus
Nuclear – Continuation Pay	✓	Nuclear – Continuation Pay

Military Pay Codes

✓ = Count as Income	? = Ask Questions to see if the pay is combat-related	✗ = Don't Count as Income
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Code	Count as income	Type of Pay
OEP	✓	Overseas Extension Pay
OHA	✗	Overseas Housing Allowance
OCONUS COLA	✗	Overseas Continental United States Cost of Living Allowance
OLA	✗	Overseas Living Allowance
OTEIP	✓	Army Overseas Tour Extension Incentive Pay
OVERSEAS COLA	✗	Overseas Cost of Living Allowance
Overseas Extension Pay	✓	Overseas Extension Pay
PCCA	✓	Partial Civilian Clothing Allowance
REBATE	✗	Rebate
RBMA	✓	Reserve Basic Maintenance Allowance
SBP	✓	Military Survivor Benefits Plan
SAVE PAY	?	Save pay NOTE: This can represent many types of pay. Ask questions to determine if it counts.
SDAP	?	Special Duty Assignment Pay
SDIP	?	Submarine Duty Incentive Pay
Sea Pay	?	Sea Pay
SEA	✓	Subsistence Expense Allowance
SEB	✓	Selective Enlistment Bonus
SepRats	✓	Separation Rations
SMA	✓	Standard or Separate Maintenance Allowance
Special Duty Pay	?	Special Duty Pay
SPEC	✓	Special Forces
Specialty Pay	?	Specialty Pay
SPO	✓	Split Payment Option Note: This option lets the person take an amount from the base pay and put it into the ship ATM for personal use while on board. Base WIC income eligibility on the gross amount <i>before</i> the split allocation. Don't count the amount sent to the ship account twice.

Military Pay Codes

✓ = Count as Income	? = Ask Questions to see if pay is combat-related	✗ = Don't Count as Income
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Code	Count as income	Type of Pay
SR	✓	Separation Rations
SRA	✓	Standard Replacement Allowance
SRB or SRBP	✓	Selective Reenlistment Bonus Payment
Standard Initial Clothing Allowance	✓	Standard Initial Clothing Allowance
Submarine Pay	?	Submarine Pay
SUPP CMA	✓	Enlisted Supplemental Clothing Allowance
TDY	✓	Temporary Duty
TDYCCA	✓	Temporary Duty Civilian Clothing Allowance
TLE CONUS	✓	Temporary Lodging Expense in US
TLA	✗	Temporary Living Allowance
TLA OCONUS	✗	Temporary Lodging Allowance Outside US
TQSA	✓	Temporary Quarters Subsistence Allowance
VEP/GI Bill: Rural benefit	✓	Veteran's Education Program or GI Bill one-time rural benefit
VEP/GI Bill: Payroll deduction	✗	Deductions taken from military personnel's income to fund the Veteran's Education Program or GI Bill
VEP/GI Bill: Tuition/fees	✗	Tuition and fees paid directly to the school
VEP/GI Bill: Housing allowance	✗	Post 9-11 GI Bill housing allowance
VI	✓	Voluntary Indefinite Status
VBSS Duty	?	Maritime Visit, Board, Search & Seizure Duty
VSP	✓	Variable Special Pay

WIC doesn't count **Combat Related Pay** in the income assessment.

Ask the following questions to see if the pay is related to combat:

1. Does the person receive this pay in addition to the base pay?
2. Is this pay the result of deployment to a designated combat zone? See the list of [Designated Combat Zones](#).
3. Does the person only receive this pay while deployed to the combat zone?

If **Yes to all 3 questions don't count** as income. This qualifies as combat related pay.

If **No to any of the questions, count as income**. This doesn't qualify as combat related pay.

Designated Combat Zones

Combat pay doesn't count for the WIC income assessment. Ask [questions](#) to see if certain types of pay are combat related. One question is whether the pay is the result of deployment to a designated combat zone.

The President designates combat zones by an Executive Order as areas in which the U.S. Armed Forces are engaging or have engaged in combat.

It also takes an Executive Order to remove the combat zone designation.

Here is a list of the current designated combat zones:

Area	
Adriatic Sea	Sea and airspace
Afghanistan	Land and airspace
Albania	Land and airspace
Arabian Peninsula Areas	Land and airspace
Arabian Sea	North of 10 North latitude and west of 68 East longitude
Bahrain	Land and airspace
Bosnia	Land
Croatia	Land
Federal Republic of Yugoslavia	Land and airspace
Gulf of Aden	Sea and airspace
Gulf of Oman	Sea and airspace
Herzegovina	Land
Ionian Sea	North of the 39 th Parallel
Iraq	Land and airspace
Kosovo	Land and airspace
Kuwait	Land and airspace
Macedonia	Land
Montenegro	Land and airspace
Oman	Land and airspace
Persian Gulf	Sea and airspace
Qatar	Land and airspace
Red Sea	Sea and airspace
Saudi Arabia	Land and airspace
Serbia	Land and airspace
United Arab Emirates	Land and airspace

Reviewed December 2, 2016.