



Policy and Procedure Manual
Volume 1, Chapter 6
Income

Washington State WIC Nutrition Program

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Income

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Section 1: Determine Income Eligibility

POLICY: WIC Income Eligibility

Staff must assess household income eligibility when an applicant or participant is certified, subsequently certified, 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.

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.

An applicant or a participant 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)
 - SNAP (Supplemental Nutrition Assistance Program)
 - FDPIR (Food Distribution Program on Indian Reservations)
 - 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:
 - a. The person is in a household with a pregnant woman or an infant on Medicaid Title 19.

- b. The person is in a household eligible for TANF.
- c. 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.

Note: The qualifying household member doesn’t have to be a WIC participant. For example, if there is a pregnant woman who’s a teen in the family and she’s on Medicaid but doesn’t want to be on WIC; she can still make her family adjunctively income-eligible for WIC.

- 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. 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, SNAP, or FDPIR.
 - See the “[Adjunctive Income Eligibility](#)” policy for more information.
- B. Determine if a **household member** is on an income-qualifying program if the applicant or participant isn’t currently eligible for one.
 - See the “[Adjunctive Eligibility due to a Household Member](#)” policy for more information.
- C. 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.

- D. Ask how many people are in the household and the number of expected infants (if any) and enter the number on the Income Information screen.
- See the “[Household Size](#)” policy in this chapter.
- E. Document the current household income.
1. Adjunctive eligibility:
 - a. Enter the family’s self-declared monthly income in the Self Declared Income field.
 - The person doesn’t have to show proof of income.
 - Documentation of current eligibility for the income-qualifying program or adjunctive eligibility due to a household member is the person’s proof of income eligibility for WIC.

Note: Staff document the family’s self-declared monthly income in the Self Declared Income field rather than using the Self-Declared Income Range to gather better statistics for WIC income eligibility.
 2. Income-based eligibility:
 - a. Enter income information from the person’s proof of income, for example the paystub(s) in the Income Details.
- F. Give applicants and participants who aren’t income eligible an Ineligibility Notice.
- This isn’t required when the person applies over the phone and is over income.
- G. Refer all applicants and participants 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.

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 currently 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)
- SNAP (Supplemental Nutrition Assistance Program)
- FDPIR (Food Distribution Program on Indian Reservations)

The person is income eligible for WIC when staff verify 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 participant receiving WIC benefits by requiring the participant to use adjunctive eligibility, for example **requiring** a participant to have a ProviderOne card, before assessing income.

Note: The Cascades ProviderOne search feature assesses if a person with a ProviderOne number is currently on an income-qualifying medical assistance program and documents the verification.

PROCEDURE:

Staff:

- A. Ask if the person is currently on a medical assistance program (Medicaid Title 19; or a state, or Federal non-Title 19 program), TANF, SNAP, or FDPIR.
 1. 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.
 - See the "[Income-based Eligibility](#)" policy for more information.

- B. Document adjunctive eligibility on the Income Information screen.
1. Mark the box for each program for which the person self-reports he or she is currently eligible.
- C. Verify **current eligibility** for the income-qualifying program. Verify by seeing proof of current eligibility, which includes:
1. A positive search result in Cascades.
 - a. The participant doesn't have to show the ProviderOne card as long as he or she can provide the ProviderOne number.
 - b. Staff enter the number and search.
 - c. The search feature will verify and document adjunctive eligibility when it applies.
 2. A notification letter from one of the income-qualifying programs showing current eligibility.
 - a. A notification letter showing current eligibility for the SNAP, even with a zero dollar benefit amount, is proof of eligibility for an income-qualifying program and makes the person adjuctively income eligible for WIC.
- D. Ask how many people are in the household and the number of expected infants (if any) and enter the number in the file.
- See the "[Household Size](#)" policy in this chapter.
- E. Enter the self-declared monthly household income in the Self Declared Income field.
- F. Assess the participant's income eligibility when he or she is no longer eligible for an income-qualifying program.
1. When a participant reports that he or she is no longer eligible for the program that made him or her income eligible for WIC:
 - a. Assess for other types of adjunctive eligibility.
 - b. Assess if a household member would make the participant income eligible.

- See the “[Adjunctive Eligibility Due to a Household Member](#)” policy in this chapter for more information.
- c. Assess income-based eligibility if the participant or a household member isn’t on an income-qualifying program.
- G. Give applicants or participants who aren’t income eligible an Ineligibility Notice.
- This isn’t required when the person applies over the phone and is over income.
- H. Refer all applicants and participants 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: Adjunctive Eligibility due to a Household Member

A person is adjunctively income eligible for WIC due to a household member when one of the following applies:

- There's a pregnant woman in the household on Medicaid Title 19
- There's an infant in the household on Medicaid Title 19
- The household is eligible for TANF

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

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

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 participant isn't currently eligible for one.
 1. Ask the participant the following questions:
 - a. Is there a pregnant woman or an infant in the household on Medicaid?
 - b. Is the household eligible for TANF?
 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.
 - See the "[Income-based Eligibility](#)" policy for more information.

- B. Verify the household member’s proof of current eligibility for the income-qualifying program. Staff verify by seeing proof of current eligibility, which includes:
1. Cascades ProviderOne search feature verifying the ProviderOne participant is on Medicaid Title 19.
 2. A notification letter from TANF with current eligibility dates.
- C. Document the household member’s adjunctive eligibility.
- Cascades assesses adjunctive eligibility due to a household member based on WIC policy.
- D. Ask how many people are in the household and the number of expected infants (if any) and enter the number on the Income Information screen.
- See the “[Household Size](#)” policy in this chapter.
- E. Enter the self-declared monthly household income in the Self Declared Income field.
- Staff document the self-declared monthly income rather than selecting a self-declared income range to collect more accurate statistics for WIC income eligibility.
- F. Assess the participant’s income eligibility when the household member no longer makes the participant adjunctively eligible.
1. When a pregnant woman changes to a different category (Breastfeeding or Non-Breastfeeding 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 participant is income eligible based on his or her own eligibility for an income-qualifying program.
 - b. Assess income-based eligibility if the participant isn’t on an income-qualifying program.

Example: While a woman is in the pregnant category, staff can use her Medicaid Title 19 eligibility to make her baby adjunctively eligible. Once staff certify the mom into another category (Breastfeeding or Non-breastfeeding Postpartum) staff can’t use her Medicaid eligibility for her baby because she isn’t in the pregnant category.

If the infant isn't adjunctively eligible, assess income-based eligibility.

2. Follow the steps listed in 1 above when the household is no longer on TANF.
- G. Give applicants and participants who aren't income eligible an Ineligibility Notice.
- This isn't required when the person applies over the phone and is over income.
- H. Refer all applicants and participants 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 the number of expected infants (if any) and enter the number in the file.
 - See the "[Household Size](#)" policy in this chapter.
- B. Review proof of household income and enter it in the Income Details section of the Income Information screen.
 1. Enter the income source, type of proof, frequency (how often) the income is received, the amount and duration.
 2. See the following policies in this chapter for more information:
 - "[Definition of Income](#)"
 - "[Income Sources](#)"
 - "[Proof of Income](#)"
- C. Compare the household income to [WIC's income guidelines](#) for the household size and determine if the applicant or participant 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: Cascades automatically compares the income entered to the correct interval of the WIC income guidelines. When there are multiple intervals, Cascades converts income to the current annual income.

- E. Give applicants who aren't income eligible an Ineligibility Notice.
- This isn't required when the person applies over the phone and is over income.
- F. Refer all applicants and participants 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: **Screen for Income Eligibility**

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

GUIDANCE:

Staff:

- A. Screen applicants for WIC income eligibility.
 1. Ask the applicant about current participation in income-qualifying programs for themselves or a household member.
 2. Ask about household size and income.
- B. Enter information in the Cascades Income Screening Calculator to determine if the applicant appears to be income eligible.
 1. Enter income source, frequency, amount and duration.
 2. Proof of income isn't required when prescreening.

Note: The Cascades Income Screening Calculator doesn't assess adjunctive eligibility and doesn't save income information.
- C. Schedule a certification appointment for applicants or participants 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 an Ineligibility Notice.
 1. This isn't required when the person applies over the phone and is over income.
- E. Refer all applicants and participants 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.

Information:

It's good customer service to screen for WIC income eligibility to determine if a person is potentially eligible. When staff don't screen for income eligibility before scheduling an initial certification appointment, it's possible the person won't be income eligible when assessed at the clinic.

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POLICY: Assess Income Eligibility at Initial and Subsequent Certifications

Staff must assess and document household income eligibility at the following times:

1. Initial certification (includes when staff assign Presumptive Eligibility)
2. Subsequent certification
3. 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 specific rules for assessing income for migrants and transfer participants.

- See the [“Assess Migrant Income”](#) policy.
- See the [“Transfer Participants Income Eligibility”](#) policy.

PROCEDURE:

Staff:

- A. Assess income eligibility based on policies in this chapter at the initial certification and each subsequent certification.
 1. This includes the initial certification appointment when staff assign presumptive eligibility for pregnant participants.
- 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.
 - See the [“Temporary Certification for Missing 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 participants. See the following policies in this chapter for more information:
 - [“Transfer Participants Income Eligibility”](#)
 - [“Assess Migrant Income”](#)

POLICY: Re-assess Income Eligibility when there are Changes

Staff must:

1. Re-assess household income eligibility when a household member or another reliable source provides the following information at any time, including mid-certification:
 - a. Household income increased.
 - b. Household size decreased.
 - c. The participant is no longer eligible for an income-qualifying program.
 - d. The household is no longer eligible for TANF.
 - e. The household member who made the participant adjunctively eligible has changed category, for example the pregnant participant on Medicaid Title 19 has changed category to breastfeeding or non-breastfeeding postpartum.

Notes:

- Staff don't have to ask for changes in income, household size or eligibility for an income-qualifying program mid-certification, but must act on that information when they receive it.
 - See the "[Zero Income](#)" policy for a list of "reliable sources."
 - Call state WIC staff if you receive information from another source.
2. Require proof of income when re-assessing income eligibility.
 - Staff can give a one month grace period when re-assessing income.
 - See the "[Temporary Certification for Missing Proof of Income](#)" policy in this chapter for more information

PROCEDURE:

Staff:

- A. Re-assess the household's income eligibility when a household member or another reliable source reports:

1. An increase in household income,
 2. Decrease in household size,
 3. A participant 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.
 5. A pregnant participant or infant on Medicaid Title 19 has changed WIC category and no longer makes household members income eligible.
- B. Enter the updated information on the Income Information screen and assess income eligibility.
1. Continue providing WIC benefits when the household is still income eligible.
- C. Follow these steps when the household becomes over income.
1. Assess if the household can receive benefits based on the requirement to provide a 20-day notice of ineligibility.
 - a. Provide benefits if the household participants haven't received them for the current month.
 - b. If the household participants already received the current month's benefits, assess if you need to provide additional benefits in order to provide the required 20-day notification.
 - c. Void any future months' benefits after meeting the 20-day notification requirement.
 - See [Volume 1, Chapter 22 – Issue WIC Food Benefits](#) for more information.
 2. Provide the required written notice to participants by giving the “Not Eligible” letter and take the participant off WIC.
 - See [Volume 1, Chapter 20 – Notification, Fair Hearings and Civil Rights](#) for more information.

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 participants, parent guardians and caretakers 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 Participants Income Eligibility

Staff must not assess income eligibility for transfer participants unless:

1. The participant, parent guardian or caretaker 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.
 1. Cascades doesn't require staff to enter income information for participants who transfer in from out of state.
 2. Cascades displays the income information documented at the previous clinic for in-state transfer participants on the Income Information screen.
- B. Enter updated income information if the transfer participant reports a change and assess for income eligibility.

POLICY: Assess Migrant Income

Staff must:

1. Assess the income eligibility of migrant households 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. Document the migrant household's income assessment date by creating a Family Alert.
 1. Title the alert "Migrant Income Assessment Date."
 2. Select a Start Date for the Family Alert.
 - a. Assess when the migrant household is due for the next income assessment.
 - b. Document the first day of the month when the next income assessment is due as the alert start date.
 - c. Leave the End Date open so the alert continues to display until staff dismiss it after assessing the migrant household's income.

- B. Review Family Alerts for all migrant household certifications to assure staff follow the migrant income assessment timeframe.
- C. Re-enter income information when certifying household members within the 12 month timeframe.
 - 1. Cascades requires income information to complete the certification.
- D. Determine income eligibility for the participant when the 12 month time frame has ended.

Note: See the “[Proof of Income](#)” and “[No Proof of Income](#)” policies in this chapter for more information.

Information:

Once a migrant family's income has been determined for one member, any additional family members 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 certify 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. Follow procedures listed above to track the migrant income assessment timeframe.

Section 3: Household Size

POLICY: 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 a group of related or nonrelated individuals who are living together as one economic unit, except that residents of a homeless facility or an institution aren’t counted as an economic unit.

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 participant in the household that directly supports his or her living expenses.

Note: Staff may use terms family, 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.
- 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** – Count a pregnant participant as one plus the number of expected infants
- Enter the number of expected infants on the Income Information screen.
 - This field only displays when there's a pregnant participant in the family.
- F. **Pregnant teen** - Consider each situation individually.

1. If the pregnant teen lives with a family and the family pays for living expenses, count the teen 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 the teen 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 the teen as a separate household and document the teen’s income to assess 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 participant’s file. If the teen has adjunctive eligibility with a positive ProviderOne adjunctive eligibility verification, the teen 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 Cascades. The amount is above WIC income guidelines and 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 ProviderOne adjunctive eligibility verification. 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:

- 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.

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 participant 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 participants 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 "[Annual Income](#)" policy for more information.

Note: See the Information section for examples of when to use current or annual income. See the "[Proof of Income](#)" 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.

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:
 - 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
 - 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 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 participant 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 participant’s check then deducts the amount and pays it directly to the insurance company. The participant 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
 - 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.
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.
 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 participant's income to determine what is counted or not counted for the WIC income assessment.
- B. Enter income information in the person's file on the Income Information screen.
 1. Enter self declared income information from the past 30 days in the Self Declared Income field for participants who are adjunctively income eligible.
 2. Enter income information in Income Detail section of the Income Information screen when assessing 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

Staff must:

1. Count lump sum payments that represent new money intended as income. Examples include:
 - Military re-enlistment bonuses
 - Gifts
 - Inheritances
 - Lottery winnings
 - Native American per capita payments (for example from casino revenues)
 - Workman's compensation for lost income
 - Severance pay
2. Staff must not count these lump sum payments intended as reimbursements as income. Examples include:
 - Reimbursements for lost or damaged property
 - Payments for medical bills resulting from an accident or injury
3. Determine what part of the payment is new income and what part is a reimbursement if the lump sum payment represents both categories.
4. Require proof of income for the lump sum payment when all or part of the lump sum payment is considered income for the WIC income eligibility assessment.

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 income eligibility assessment.

- C. Enter the source, proof, frequency, amount and duration in the file.
1. For a one time lump sum payment, document “annual” for the frequency and leave the duration as “1”.
 2. If the household receives the lump sum more often than one time per year, document the appropriate frequency or duration in the Income Details.
 3. When a household receives income at different frequencies, Cascades compares the total income to WIC’s annual income guidelines.
- D. Assess income eligibility based on [WIC income guidelines](#).
1. See the policy “[Annual Income](#)” in this chapter for more information.

POLICY: Zero Income

If an applicant, participant, parent guardian, or caretaker 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 participant, parent guardian, or caretaker sign the [Statement of Income Form \(Affidavit for Income\)](#) when he or she has zero income.
 - This form isn't required when the person is adjunctively eligible for WIC and shows proof of eligibility, even if the person reports zero income.
 - The proof of adjunctive eligibility is proof of income eligibility for WIC and income is self-declared.

Note: Staff can accept a written statement from a reliable third party who knows the household's circumstances and can attest that family has no income.

 - See the "[Reliable Third Party Statement](#)" policy for more information about using this as proof of income instead of the [Statement of Income Form \(Affidavit for Income\)](#).
4. Select the appropriate Zero Income Declaration Reason.

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 participant is adjunctively eligible due to an income-qualifying program.
 - 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. Select the Zero Income Declaration Reason.
- D. Have the participant, parent guardian, or caretaker sign the [Statement of Income Form \(Affidavit for Income\)](#) electronically on the Certification Signature screen.
1. Staff can use a third party statement for proof of income and the person doesn't need to sign the [Statement of Income Form \(Affidavit for Income\)](#).
- E. Refer the household 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 persons 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 [Statement of Income Form \(Affidavit for Income\)](#) is available in many languages on the DOH-WIC website.

Section 5: Documenting Income Information

POLICY: Requirement to Document Income Information

Staff must document the household's income eligibility information on the Income Information screen in Cascades.

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

PROCEDURE:

Staff enter the following information on the Income Information screen:

- A. Family size/Number in household.
 - Enter the household size and the number of expected infants (if applicable).
 - See the "[Household Size](#)" policy in this chapter.
- B. Adjunctive eligibility when it applies.
 1. Select the adjunctive eligibility box(es) for each individual participant when he or she self-reports current participation in one or more of the programs listed.
 2. Verify current participation by conducting an Adjunct Program Verification - ProviderOne search through Cascades or viewing a current eligibility award or notification letter.
 3. Document self-declared household income from the past 30 days in the Self Declared Income field when adjunctive eligibility is verified.
 - Cascades calculates adjunctive eligibility according to WIC regulations.
 - See the adjunctive eligibility policies in this chapter for more information.
- C. Document Income Details **when adjunctive eligibility doesn't apply or can't be verified.**
 1. Source of income.
 - See the "[Income Sources](#)" policy in this chapter.
 2. Type(s) of proof shown for income.

- See the “[Proof of Income](#)” policy in this chapter for information about acceptable types of income documentation.
3. Frequency - how often the person or a household member receives income.
 - See the “[Income Frequency](#)” policy for more information.
 4. Amount.
 - a. Document income from paystubs, etc. when assessing income-based eligibility.
 - See the “[Definition of Income](#)” policy to determine what to include and not include.
 5. Duration
 - a. Duration defaults to the annual equivalent.
 - b. Change duration to the amount of time the income was received if it wasn’t for the entire last year.

POLICY: Income Sources

Staff must document the source(s) of household income when assessing income-based eligibility.

The sources of income are defined as follows:

1. **Employment** – Money earned from employment (working). 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. **Self-employment** – Money earned from working for oneself.
4. **Unemployment** – Includes Unemployment Insurance (UI) benefits.
5. **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).
6. **Foster Care** – Document the Foster Care Maintenance Grant as the source of income for foster children. Count a foster child as a household of one.
7. **Child Support** – Money an absent parent pays on a regular basis to help support his or her child.
8. **Spousal Support** – Money received from a former spouse for support.
9. **Supplemental Security Income (SSI)** – Money paid to a person who is disabled and has a low income level.
10. **Scholarships or grants** – See the "[Definition of Income](#)" policy in this chapter for more information about types of student financial aid, grants and loans that are included in WIC's income eligibility assessment.
11. **Native American Per Capita Payments** – Distribution of money to all members of a tribe, for example proceeds from casino revenues.
12. **Money from Relatives or Friends** – Regular contributions from persons not living in the household.
13. **Veteran's Benefits** – Financial payments made to veterans, their spouse or dependents.
14. **Retirement/Pension (civilian or military)** – Retirement benefits or pensions received from an employer, the government/military.

15. **Workers' Compensation, Disability or Labor and Industries (L & I)** – Compensation for a person who is unable to work.
16. **Other** - Miscellaneous sources of income such as dividend or interest income, amounts withdrawn from savings, contributions from another person, etc.

PROCEDURE:

Staff:

- A. Select each source of the household's income in the Income Details section of the Income Information screen in Cascades.

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POLICY: Proof of Income

Staff must:

1. View and document proof of each source of the household's income when completing an income-based assessment.
 - Proof includes written (paper), or electronic proof of income.
2. Require proof of income for the timeframe assessed:
 - a. **Current income** - All paystubs or other documentation for all sources of household income for the **past 30 days**.
 - For example, a person who gets paid bi-weekly needs to show all paystubs from the past 30 days, even when he or she gets paid the same amount each pay period.
 - b. **Annual income** - All paystubs or other documentation for all sources of household income for the **past 12 months**.
3. Not make paper copies or scan proof of income documents.
 - Federal regulations don't require copying or scanning income documentation and therefore the Washington WIC program doesn't allow this practice.

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

- ["Temporary Certification for Missing Proof of Income"](#)
- ["No Proof of Income"](#)

PROCEDURE:

Staff:

- A. Review and document the person's proof of all sources of household income when completing an income-based eligibility assessment.
 1. Accept the following types of proof of household income, written or electronic:
 - a. Current pay stub(s) or Military Leave and Earning Statement (LES) for the reported interval: weekly, bi-weekly, twice-monthly, monthly or annual, for the past 30 days.
 - b. Self-employment records.

- c. Unemployment benefits documentation.
 - d. Public assistance award letter – for cash grants.
 - e. Foster Care Maintenance Grant documentation – use as the foster child’s proof of income when adjunctive eligibility can’t be verified.
 - f. Child support/Divorce decree documentation.
 - g. Social Security/SSI award letter.
 - h. Native American per capita documentation.
 - i. Bank statement.
 - j. Tax return (most recently completed) or W-2 Form(s).
 - 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 participants 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.
 - k. Veteran’s benefits documentation.
 - l. Retirement/Pension benefits documentation.
 - m. Workers’ compensation, disability, or Labor and Industries award letter.
 - n. Other documents that show the household’s income.
- B. Enter the income amount and how often received in the Income Details.
- C. Determine and enter the Duration.
1. The Duration defaults to the annual equivalent.
 2. Change the Duration to the actual duration the income was received in the past 12 months when assessing annual income.

POLICY: Income Frequency

Staff must document the participant's income frequency. This is how often the person receives income.

Use the following definitions:

- **Hourly** – The person gets paid by the hour.
 - Enter an hourly wage and the hours per week. Cascades multiplies the amount by the hours per week to convert to a weekly amount.
 - Cascades compares this to the weekly interval of WIC's income guidelines.
- **Weekly** – The person is paid the same amount each week.
 - When the person gets paid a different amount each week, add the total from the last 30 days, divide by 4 and enter as a weekly amount.
- **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 a household receives income at different intervals, Cascades converts the income to the current annual amount to compare to WIC income guidelines.

PROCEDURE:

Staff:

- A. Document the income frequency in Cascades using the definitions listed above.

POLICY: Temporary Certification for Missing Proof of Income

Staff must:

1. Screen for income eligibility based on the self-reported amount when:
 - a. Staff can't verify proof of participation for an income-qualifying program at the certification appointment, or
 - b. The applicant, participant or caregiver doesn't bring proof of income to the certification appointment for an income-based assessment.
 - 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.
2. Complete the following when the self-reported amount meets WIC income guidelines:
 - a. Document the self-reported income amount in the Income Details.
 - b. Document the proof as "Not Provided".
 - c. Provide a one month temporary certification for the missing proof.
 - d. Issue one month of food benefits.
3. Fill out the [Temporary Certification for Missing Proof of Income form](#) and have the person sign the paper copy.
 - a. Document the self-reported income on the form and have the person sign.
 - b. Use one form for household members who are certified with missing proof of income on the same day.
 - c. Scan the form into Cascades on the Income Information screen.
4. Require the missing proof showing WIC income eligibility before staff provide a second month of WIC benefits.

Note: Cascades prints temporary certification information on transfer information.

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 initial certification, subsequent certification 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 [Temporary Certification for Missing Proof of Income form](#), have the person sign and scan the form into the person's file.
 1. Participants certified on the same day can use one form for the temporary certification for missing proof of income.
 2. Staff can use a separate form for each household member if that's clinic practice.
- C. Select "Not Provided" as the proof of income in the participant's file.
- D. Give a one month of benefits under the temporary certification.
- E. Let the person know he or she can't receive additional benefits until the missing proof is provided and it confirms 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 participant, parent guardian, or caretaker brings the proof the following month.
 1. Enter the income in the participant's file and the type of proof seen. The proof can be:
 - a. Paystubs or other documentation of household income.
 - b. Proof of current eligibility for an income-qualifying program.
 2. Continue to provide WIC benefits if the participant is income eligible.
 3. Take the participant off WIC if the participant isn't income eligible.
 - a. Give a completed "Not Eligible" letter.
 - b. The participant or caregiver isn't required to repay WIC for the one month of benefits received.

Information:

Local agencies can help decrease the number of participants 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 ID and Card Folder.

The [Temporary Certification for Missing Proof of Income form](#) is available in many languages on the DOH-WIC website.

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POLICY: No Proof of Income

In limited situations households aren't required to provide proof of income. In these cases the participant, parent guardian or caretaker must sign the [Statement of Income Form \(Affidavit for Income\)](#) electronically in Cascades.

Staff must:

1. Use the [Statement of Income Form \(Affidavit for Income\)](#) only for people who:
 - Have zero income.
 - See the "[Zero Income](#)" policy.
 - 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.
2. Not limit the number of times a household can use the [Statement of Income Form \(Affidavit for Income\)](#) as long as it's appropriate according to the policy requirements listed above.

PROCEDURE:

Staff:

- A. Assess if the household meets the policy requirements to use the [Statement of Income Form \(Affidavit for Income\)](#).
- B. Document household size and self-reported income, and assess income eligibility based on WIC guidelines.
- C. Select Statement of Income Form – Affidavit for Income as the proof of income in the Income Details section.
- D. Have the participant, parent guardian, or caretaker sign the [Statement of Income Form \(Affidavit for Income\)](#) electronically.
 - The [Statement of Income Form \(Affidavit for Income\)](#) is available in many languages on the DOH-WIC website.

POLICY: Reliable Third Party Statement

Staff can accept a written statement from a reliable third party with knowledge of the household'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 [Statement of Income Form \(Affidavit for Income\)](#).

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 [Statement of Income Form \(Affidavit for Income\)](#) 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 participant or caregiver can't provide proof of income and doesn't meet the criteria for using the [Statement of Income Form \(Affidavit for Income\)](#).
- B. Document income information and assess for WIC eligibility.

POLICY: Verify Income When Information is in Question

Staff must verify the household's income if:

1. There's reasonable evidence the participant, parent guardian or caretaker 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 household'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 participant, or asking for a statement from a reliable third party with knowledge of the participant'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 household's income:
 1. Ask the participant, parent guardian or caretaker to bring pay stubs or other types of proof of income to the clinic for further assessment.
 2. Verify income through another source, like an employer or a reliable third party like a community service organization.
- C. Document the income verification and source of verification in the file.

1. Determine if the participant, parent guardian, or caretaker reported inaccurate income and assess if it was an accidental error or on purpose.
 - a. If the participant, parent guardian, or caretaker made an error and is over income, explain the situation and take the family off WIC after providing the required 20-day notification of ineligibility for WIC benefits.
 - b. If it appears the participant, parent guardian, or caretaker gave untrue information on purpose, contact the Program Compliance Unit 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.

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Section 6: Annual Income

POLICY: Annual Income

Staff must:

1. 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.
 - a. Use annual income 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
 - b. Use the current income during unemployment for households with unemployed adult members if this makes them WIC eligible.
2. Require proof of income for each of the past 12 months when assessing annual income.
 - See the "[Temporary Certification for Missing Proof of Income](#)" policy in this chapter when the person doesn't bring proof of income.
3. Have the applicant, participant or caregiver sign the [Statement of Income Form \(Affidavit for Income\)](#) 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 "[No Proof of Income](#)" policies in this chapter for more information.

PROCEDURE:

Staff:

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

- B. Enter the household's income source, type of proof seen, frequency, amount and duration in the Income Details.
1. Use the Duration field to document how long the specific type of income was received by the household during the past 12 months.
 2. Provide a temporary certification for missing proof when appropriate. See the "[Temporary Certification for Missing Proof of Income](#)" policy for more information.
 3. Use the [Statement of Income Form \(Affidavit for Income\)](#) for any months when proof of income doesn't exist or there was zero income and have the applicant, participant or caregiver sign.
 - See the "[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 participants 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 assessing annual income. The person needs to bring proof for the rest of the 12 months not included in the year-to-date amount.

The [Statement of Income Form \(Affidavit for Income\)](#) is available in many languages from the DOH-WIC website.

Section 7: Appendix

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Washington State Department of Health WIC Income Eligibility Guidelines

2018 – 2019 WIC Income Eligibility Guidelines
Effective May 14, 2018

Table of WIC Eligibility by Gross Income and Household Size

Household Size	Weekly	Bi-Weekly	Twice-Monthly	Monthly	Annual
1	\$ 432	\$ 864	\$ 936	\$1,872	\$22,459
2	\$ 586	\$1,172	\$1,269	\$2,538	\$30,451
3	\$ 740	\$1,479	\$1,602	\$3,204	\$38,443
4	\$ 893	\$1,786	\$1,935	\$3,870	\$46,435
5	\$1,047	\$2,094	\$2,268	\$4,536	\$54,427
6	\$1,201	\$2,401	\$2,601	\$5,202	\$62,419
7	\$1,355	\$2,709	\$2,934	\$5,868	\$70,411
8	\$1,508	\$3,016	\$3,267	\$6,534	\$78,403
9	\$1,662	\$3,323	\$3,600	\$7,200	\$86,395
10	\$1,816	\$3,631	\$3,933	\$7,866	\$94,387
11	\$1,969	\$3,938	\$4,266	\$8,532	\$102,379
12	\$2,123	\$4,246	\$4,599	\$9,198	\$110,371
13	\$2,277	\$4,553	\$4,932	\$9,864	\$118,363
14	\$2,430	\$4,860	\$5,265	\$10,530	\$126,355
15	\$2,584	\$5,168	\$5,598	\$11,196	\$134,347
16	\$2,738	\$5,475	\$5,931	\$11,862	\$142,339
17	\$2,892	\$5,783	\$6,264	\$12,528	\$150,331
18	\$3,046	\$6,091	\$6,597	\$13,194	\$158,323
19	\$3,200	\$6,399	\$6,930	\$13,860	\$166,315
20	\$3,354	\$6,707	\$7,263	\$14,526	\$174,307

For each additional member add:	Weekly	Bi-Weekly	Twice-Monthly	Monthly	Annual
	\$154	\$308	\$333	\$666	\$7,992

- 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:

1. 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.
2. 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

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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
---------------------	---	---------------------------

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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> Can represent many types of pay. Ask questions to determine what the pay is for to see 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 <ul style="list-style-type: none"> 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 before 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
---------------------	---	---------------------------

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
VI	✓	Voluntary Indefinite Status
VBSS Duty	?	Maritime Visit, Board, Search & Seizure Duty
VSP	✓	Variable Special Pay

Questions to determine if pay is combat related

WIC doesn't count combat related pay in the income assessment.

Ask these 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

WIC doesn't count combat pay for income eligibility. Ask [questions](#) to see if the pay is combat related. One question is if the pay results from deployment to a designated combat zone.

Combat zones are designated by Executive Order as areas in which the U.S. Armed Forces are engaging or have engaged in combat.

Designated Combat Zones	
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
Djibouti	
Federal Republic of Yugoslavia	Land and airspace
Gulf of Aden	Sea and airspace
Gulf of Oman	Sea and airspace
Ionian Sea	North of the 39 th Parallel
Iraq	Land and airspace
Jordan	
Kosovo	Land and airspace
Kuwait	Land and airspace
Kyrgyzstan	
Lebanon	
Montenegro	Land and airspace
Oman	Land and airspace
Pakistan	
Persian Gulf	Sea and airspace
Qatar	Land and airspace
Red Sea	Sea and airspace
Saudi Arabia	Land and airspace
Serbia	Land and airspace
Sinai Peninsula	Land and airspace
Somalia	
Syria	
Tajikistan	
United Arab Emirates	Land and airspace
Uzbekistan	
Yemen	

Reviewed 12/2018

**Washington State WIC Nutrition Program
Statement of Income Form**
(Affidavit for Income)

Staff:

1. Use this form when proof of income doesn't exist. For example: The person has no income, works for cash, or income documentation was destroyed in a house fire or natural disaster.
2. Enter the self-reported household income in Cascades and assess if it meets WIC guidelines.
3. Select "Statement of Income" for proof of income. This form is the person's proof of income.

Participant, Parent Guardian or Caretaker:

By signing this form I state:

- I have no proof of income for the current month (the past 30 days), or I have no proof of income for all or some of the past 12 months (WIC is assessing my annual income).
- I have no proof of income for one of the following reasons:
 - I have no income.
 - I work for cash and don't have income documentation.
 - My income documentation was destroyed, for example in a house fire or natural disaster.
 - I am homeless or migrant and don't have proof of income.
- All of the information I give WIC is true and correct to the best of my knowledges.

If I give false information to WIC, my family may be taken off the program or have to repay WIC for benefits received.

Participant/Parent Guardian/Caretaker signature

Date

WIC Nutrition Program doesn't discriminate.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: program.intake@usda.gov



This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn't discriminate.



Temporary Certification for Missing Proof of Income

Staff:

- Use this form when proof of income exists but the participant, parent guardian or caretaker didn't bring it to the clinic.
- Enter the self-reported household income in Cascades Income Details and assess if it meets WIC guidelines.
- Select "Not Provided" for proof of income.

Participant, Parent Guardian, or Caretaker:

By signing this form I understand and agree:

- WIC is giving me 1 month to bring in proof of my household income.
- The proof must show I am income eligible for WIC to continue receiving WIC benefits.
- I am reporting the following household income:

Source of income	Income amount (before taxes or deductions)	How often is this income received?

This information is true and correct to the best of my knowledge.

Participant/Parent Guardian/Caretaker signature

Date

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Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

Email: program.intake@usda.gov

Fax: (202) 690-7442

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DOH 962-989 December 2018



Staff initial all that apply: <input type="checkbox"/> Interpreter <input type="checkbox"/> Read to client <input type="checkbox"/> Written translation <input type="checkbox"/> Other

Participant name(s) – Last, First

Participant/Parent Guardian/Caretaker name – Last, First