

## Temporary Certification for Missing Proof of Income

### Staff:

- Use this form when proof of income exists but the person didn't provide it at the certification.
- Enter 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: (use other side to enter more income as needed.)

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

### Washington WIC doesn't discriminate.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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



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To request this document in another format, call 1-800-841-1410. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [WIC@doh.wa.gov](mailto:WIC@doh.wa.gov).

**Staff initial all that apply:** \_\_\_\_\_ Interpreter      \_\_\_\_\_ Read to client      \_\_\_\_\_ Written translation      \_\_\_\_\_ Other