Chapter 6B
Certification/Participation - Income Eligibility

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Determining Income Eligibility

Income eligibility must be assessed at the initial certification and each subsequent certification. Income eligibility may be determined using one of the following methods.

- **Adjunctive Eligibility**
  Applicants who are currently eligible for Medicaid, Food and Nutrition Services (FNS) (Food Stamps), and/or Temporary Assistance to Needy Families (TANF) (Work First) are also income eligible for WIC because their incomes have already been screened by these programs. Refer to Section 2 for guidance on using adjunctive eligibility for determining income eligibility for WIC.

- **Gross Income by Family Size (Economic Unit)**
  Applicants whose gross income by family (or economic unit) is documented to be at or below 185% of the Federal Poverty Income Guidelines are income eligible for WIC. This approach should be used when adjunctive eligibility does not apply or cannot be documented. When using this method to determine income eligibility, situations will vary and there is no clear answer to every situation that may arise. Local agency staff must rely on professional judgment and ensure that such judgment is consistently applied across all applicants who present with similar economic situations. Refer to Section 3 for additional guidance on using gross income by family size for determining income eligibility.

  NOTE: For information about determining the economic unit and gross income applicable to military families, refer to Section 4.

- **Transfer Participants**
  For a transferring participant, documentation in Crossroads serves as proof of income eligibility. Refer to Chapter 6E for more information on transfer participants.

- **In-Stream Migrant Farm Workers**
  A migrant farm worker is an individual whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes a temporary abode for the purposes of such employment. Once migrant farm workers have been determined to be income-eligible, they and their family members remain income eligible for the following 12 months as long as they remain "in-stream" (i.e. traveling to do farm work). This is true even if their WIC certification has lapsed. Nutritional risk however, still must be assessed for in-stream migrants and/or their family members at every certification. Refer to Chapter 6C for information on the nutrition assessment process.

  If a Verification Of Certification (VOC) document indicates that an in-stream migrant farm worker’s certification period has expired, the individual is still income eligible if the VOC document verifies that the individual was income eligible within the past 12 months. If the VOC document indicates the income determination is more than 12 months old, then the local agency must reassess the individual for adjunctive or gross income eligibility.

- **Income Eligibility Determination in the Event of a Natural Disaster**
  In the event of a natural disaster, the Community Nutrition Services Section will issue specific guidance on income eligibility determination of disaster victims.

Determining Adjunctive Income Eligibility

Adjunctive income eligibility means that an applicant is income eligible for WIC based on his or her participation in Medicaid, Food and Nutrition Services (FNS) Program (Food Stamps) and/or the Temporary Assistance to Needy Families (TANF) Program (Work First), since he or she has already met the income criteria for these programs. Documentation of current eligibility for Medicaid, FNS and/or TANF serves as the income eligibility screening for WIC and no additional income screening is necessary.

Whenever adjunctive income eligibility cannot be verified, staff will need to complete an assessment of gross income. Refer to Section 3 for information about completing an income assessment using gross income.

- **Applicants who are Adjunctively Income Eligible for WIC**
  Individuals who are adjunctively income eligible for WIC are limited to the following:

  - **Medicaid**
    - A current Medicaid participant
    - A pregnant woman presumptively eligible for Medicaid.
    - An infant born to a woman who was on Medicaid during her pregnancy.
    - A member of a family in which a pregnant, breastfeeding or non-breastfeeding postpartum woman or an infant is currently participating on Medicaid.

    Note: Having a child over one year of age participating on Medicaid does not make his/her other family members adjunctively income eligible for WIC.

  - **FNS Program (Food Stamps).** A current recipient of FNS or a member of a household which receives FNS.

  - **TANF (Work First).** A current TANF participant or a member of a family that receives assistance under TANF.

- **Verifying Adjunctive Income Eligibility**
  The method used to verify adjunctive income eligibility for WIC depends on what program is being used to determine adjunctive income eligibility [i.e., Medicaid, FNS (Food Stamps), or TANF (Work First)].

  - **Medicaid Participation.** Medicaid eligibility must be verified each time an applicant presents an insurance coverage card or claims to be eligible for Medicaid. Any type of Medicaid is acceptable for adjunctive income eligibility for WIC.
    There are several ways to verify Medicaid eligibility for adjunctive income eligibility:
    - **Access the Crossroads On-Line Verification (OLV) system.** See Attachment 1 for further instructions on how to verify Medicaid eligibility in Crossroads**.**
    - **Access the NC Medicaid Program Automated Voice Response (AVR) System**
      Local agencies can use the toll-free Medicaid **Automated Voice Response** telephone number to check an applicant's eligibility. The toll-free number is: 800-723-4337. To use the toll-free number, staff will need the local agency's Medicaid provider

number; date of inquiry; applicant's Medicaid number (or social security number); and applicant's date of birth. Detailed instructions on using the AVR system may be found in the July 2001, Special Bulletin II, *Automated Voice Response System Provider Inquiry Instructions.* This special bulletin is available on the DMA's website at: https://medicaid.ncdhhs.gov/documents/providers/bulletins/archives/0701specbulletin/download.

- **A completed Presumptive Eligibility Determination Form for Pregnancy – Related Care (DMA-5032)**. An example of this form may be found at: https://policies.ncdhhs.gov/document/dma-5032presumptive-eligibility-determination-form-for-pregnancy-related-care/.
- **A completed Presumptive Eligibility Transmittal Form (DMA-5033).** An example of this form may be found at: https://policies.ncdhhs.gov/document/dma-5033presumptive-eligibility-transmittal-form/.
- **A Notice of Benefits (DSS 8108)** from the local Department of Social Services. An example of this form may be viewed at: https://policies.ncdhhs.gov/document/dss-8108-notice-of-benefits/.
- **Access NCTracks system.** Local health departments may have access to NCTracks to verify Medicaid eligibility as a provider. If desired, it is up to the local agency to establish a system for utilizing NCTracks as a verification method.

- **Infant Born to a Woman on Medicaid during Pregnancy.** An infant born to a woman who was on Medicaid during her pregnancy is automatically eligible for Medicaid through the month in which the infant turns one year of age. Staff must confirm the mother's Medicaid participation during the pregnancy. To do so, staff may look up the mother's Medicaid eligibility using the Income Summary section in the Certification History grid on the Certification Summary screen of Crossroads, the AVR system, NCTracks or with the local DSS office.

- **FNS (Food Stamps) Program.** A letter of FNS certification (DSS 8551) may be used to verify FNS Program adjunctive eligibility. EBT cards and FNS identification cards are NOT acceptable means of documentation because they do not show dates of eligibility. An example of a notice of eligibility, denial, or pending status for FNS Program benefits form may be viewed at: https://policies.ncdhhs.gov/document/dss-8551-notice-of-eligibility-denial-or-pending-status/. When a letter of FNS certification is not available, one of the following methods may be used to verify household participation in the Food and Nutrition Services Program.
  - **Access the Crossroads On-Line Verification (OLV) system.** See Attachment 1 for further instructions on how to verify FNs participation.
  - **Call the EBT Customer Service Center** at 1-866-719-0141. When calling this number, the following information must be provided:
    - Name of caller
    - Name of entity for which the caller works
    - Reason for the call

  - Name and date of birth of the household member of the WIC applicant about whom the caller is seeking to verify current eligibility for Food and Nutrition Services.
- **Call the local DSS office**. A signed release of information may be required by the local DSS before any information can be verified. This requirement for a signed release of information varies by county.

- **TANF (Work First).** Participation in TANF is linked with Medicaid; therefore, if a household has been approved for TANF, the household will be enrolled in Medicaid. TANF households are mailed an automated approval notice. The Work First Approval notice is DSS Form 8108. When this written notification is not available, one of the following methods may be used to verify a household's participation in TANF:
  - **Access the Crossroads On-Line Verification (OLV) system.** See Attachment 1 for further instructions on how to verify TANF participation in Crossroads.
  - **Call the EBT Customer Service Center** at 1-866-719-0141. When calling this number, the following information must be provided:
    - Name of caller
    - Name of entity for which the caller works
    - Reason for the call
    - Name and date of birth of the household member of the WIC applicant about whom the caller is seeking to verify current eligibility for TANF.
  - **Call the local DSS office**. A signed release of information may be required by the local DSS before any information can be verified. This requirement for a signed release of information varies by county.

■ **Documentation of Adjunctive Income Eligibility**

Adjunctive eligibility is documented on the Income Information screen in the Crossroads system. For those adjunctively eligible, document the annual 'Self- Declared Income' or 'Self-Declared Income Range' for the economic unit as reported by the participant.

■ **Summary of Adjunctive Income Eligibility**

Category of Participant	Program	Eligibility
Pregnant (P), Breastfeeding (B), Non-breastfeeding Postpartum Woman (N)	Medicaid	Entire family
Infant (I)*	Medicaid	Entire family
Child (C)	Medicaid	Only child
Anyone in the family**	SNAP (FNS/food stamps)	Entire family
Anyone in the family**	TANF (Work First)	Entire family

**Note: If the infant's Medicaid eligibility cannot be verified through the On-Line Verification (OLV) System or through another verification resource, the WIC agency staff may research the mother's Medicaid eligibility during pregnancy. An infant born to a woman who was on Medicaid during her pregnancy is automatically eligible for Medicaid through the month in which the infant turns one year of age. This can be found at the following link: NC Medicaid*

Division of Health Benefits. To verify the mother's Medicaid eligibility, use the date of delivery as the date of service, rather than the date on which the income eligibility is being determined.
***Note: If the person receiving benefits is not among the applicants, OLV cannot be used to verify eligibility. WIC agency staff will need to verify eligibility through other documented resources.*

Determining Gross Income by Family Size (Economic Unit)

If adjunctive income eligibility cannot be verified, the WIC Program determines income eligibility based on the total gross income of the applicant's family (or economic unit). Applicants are income eligible for WIC if the total gross income of their economic unit is equal to or less than the WIC income eligibility guidelines (IEGs) which are 185% of the poverty level published annually by the U.S. Department of Health and Human Services (DHHS). The total gross income of the economic unit is compared to the IEGs by Crossroads. Refer to Attachment 1 for a copy of the guidelines.

- **Define the Family Size**
  For purposes of determining income eligibility, the terms "family" and "economic unit" can be used interchangeably. A family (or economic unit) is composed of a person or group of persons, related or nonrelated, who usually (although not necessarily) live together, and whose production of income and consumption of goods or services are related.

  A key rule to apply to all participants, including minors, is that an economic unit must have its own source of income (or savings) to support living expenses. The applicant/participant should be counted as a member of the economic unit that directly supports the living expenses of the applicant/participant. When determining the size of the economic unit, every person who is directly supported by the income or savings should be counted. Include all people living in the household, related or not (such as grandparents, other relatives, or friends) who share income and expenses.

  Residents of a homeless facility or shelter (such as for pregnant women or victims of domestic abuse) shall not all be considered as members of a single economic unit.

  NOTE: For information about determining the economic unit and gross income applicable to military families, refer to Section 4.

  - **Questions to consider when determining the economic unit for an applicant/ participant.**
    - Who contributes income or savings that are shared amongst the applicant/participant's family?
    - Is that income or savings used to support the applicant/participant?
    - Who else is directly supported by that income or savings?
    - In cases of joint custody, the child can be counted as a member of only one family during a certification period.

  - **Examples of an economic unit**.
    - Groups of individuals living in the same house are considered as separate economic units if each group has a separate income which is not shared with the other group. For example, two sisters and their respective children, living in the same house, may be separate economic units if each sister has a source of income that supports herself and her children.

- A college student maintaining a separate residence but receiving most of her support from her parents or guardians would be included as part of her parents' or guardians' economic unit.
- A self-supporting college student maintaining a separate residence from her parents or guardians would be a separate economic unit.
- A pregnant teenager with no income must be considered part of the economic unit that is providing her support (unless she is homeless or living in a shelter).
- A foster child assigned by DSS is an economic unit of one. The child support payment received by the foster parent for the care of the child is the child's income.
- An individual or family staying in a shelter is considered a separate economic unit. For example, if a mother and her children were staying in a shelter for battered women, the income of the other residents is not included.

- **Determining Size of Economic Unit for Pregnant Women.** The size of the economic unit of a pregnant woman can be increased by the number of expected infants she is carrying. This increase in the size of the economic unit may be used when certifying her or other categorically eligible family members.
  NOTE: In some cases, counting an expected infant in determining the economic unit conflicts with the client's cultural, religious, or personal beliefs. In these situations, this optional policy would not be applied and the size of the economic unit would not be increased.

■ **Determine the Total Gross Income for the Economic Unit**

Income means gross cash income before any deductions including but not limited to income taxes, employees' social security taxes, insurance premiums, bonds. For self-employed applicants (both farm and non-farm), gross income means the net income after the deduction of legitimate business expenses. Refer to Attachment 3 for a listing of what does and does not count towards gross income.

Local agency staff must document the income of each member of the family for the current rate of income or the past 12 months, which ever best reflects the income status of that family member. Current income is defined as the most recent available proof of 28-31 consecutive days' worth of income received by the household.

Local agency staff must document the frequency and duration of the income source(s) of the family. Many WIC applicants and participants are members of families with more than one source of income, e.g., several adults with different jobs, a grandparent receiving Social Security or Supplemental Security Income (SSI), child support payments, seasonal income from farming, etc. Income sources are often paid on different payment schedules. In all instances, the 28-31 day period of income documentation must be assessed. For example, weekly = 4 pay stubs, biweekly = 2 pay stubs, monthly = 1 pay stub. Generally, other types of income (Social Security, SSI, child support, or alimony) may be received once a month. Seasonal or fluctuating income may need to be documented at different rates of duration such as someone with a regular salary for a ten-month duration or a seasonal salary for a two-month duration.

Determining annual income in consideration of income at different rate of duration for the past 12 months may be more appropriate including situations such as:

- A self-employed person, who works year around or seasonally, and whose income fluctuates throughout the year;
- A household member on unpaid temporary leave of absence (maternal, paternal, family leave, or extended unpaid vacation from their job);
- Teachers paid on a 10-month basis;
- College students who work only during the summer months and/or school breaks.
- Periods of no income due to unpaid leave, plant closures, or unemployment.

If a household has an income source for which the pay varies significantly (shift work, tips, overtime, commissions, etc.), then pay stubs within the most recent 28-31 days prior to the date of application must be documented. Staff must document each income source associated with the family until all applicable income is reported.

NOTE: Income for a member of the economic unit who is currently unemployed or laid off should be counted as zero. Other sources of income such as unemployment benefits, alimony, child support, interest from savings or dividends, etc. must still be counted.

- **Income Eligibility Determination**
  Final income determination should not be made until all the income sources applicable for the economic unit have been entered. All information is documented on the Income Information screen in the Crossroads system.

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Military Families – Economic Unit and Income

Income and/or household makeup for a military family can change dramatically including times when a reservist is called to active duty or when a service member is deployed to hazardous or combat duty. Determination of current economic unit size and household income impact participant income eligibility and requires attention to inclusion or exclusion of specific types of pay.

- **Determining Size of the Economic Unit for Military Families**
  Military personnel serving overseas or on a military base away from home are considered members of the household, even if they do not live in the house. That means they are included in determining the economic unit and gross income. Sometimes, a military household changes significantly. For instance, one or both parents may be deployed or stationed abroad and the children may live with relatives or friends. In these circumstances, the local agency has three choices. The agency should use whichever approach most accurately reflects income of the particular applicant/participant.

  - **Count the absent parents and the children as one economic unit**. The local agency can only use this option if it can document the income of this economic unit using a Leave and Earnings Statement (LES). Refer to Attachment 3 for information about the types of pay that are found on an LES.

  - **Count the children as a separate economic unit**. The local agency can only use this option if this economic unit has its own income, such as a children's allotment and the income can be documented. A child's allotment would be part of a "Discretionary" entry on the LES. The guardian would identify the portion that is allotted for the child.

  - **Count the children as part of the economic unit in which they currently live and require proof of income.**

- **Determining Gross Income for Military Families**
  To determine income for families with household members in the military, staff must review their current Leave and Earnings Statement (LES). Attachment 3 includes a table describing the types of income that may appear on the LES.

  Combat Pay
  When a household member is deployed to a designated combat zone and receives military combat pay during the deployment, the combat pay must be excluded from the gross income if it meets **all** three criteria listed below:

  - Received in addition to the service member's basic pay;

  - Received as a result of the service member's deployment to, or service in an area that has been designated as a combat zone; and

  - Not received by the service member prior to his/her deployment to, or service in the

designated combat zone.

NOTE: Combat Related Injury and Rehabilitation Pay (CRIRP) is always excluded from gross income.

A combat zone is any area that the President of the United States designates by Executive Order as an area in which the U.S. Armed Forces are engaging or have engaged in combat. Designated combat zones may be found at: https://www.irs.gov/newsroom/combat-zones. Information regarding deployment to or service in a combat zone may also be available through military orders or public records on deployment of military units.

- **Combat Pay Entitlement Categories**. As with other types of income commonly received by military personnel (such as the Basic Allowance for Housing or Basic Allowance for Subsistence payments), combat pay received by service members is normally reflected in the entitlements column of the military Leave and Earning Statement (LES), although it may be difficult to discern immediately as combat pay. Staff may need to request LES documents from prior to the deployment to determine if there has been a difference in income due to the deployment.

  Categories of entitlement pay that are typically considered to be combat pay include:
  - Hostile Fire Pay/Imminent Danger Pay (HFP/IDP): received when the service member is put on deployment orders and deployed to a combat zone, and
  - Hardship Duty Pay (HDP): for serving in locations where living conditions create undue hardship or for performing a designated hardship mission. HDP is sometimes indicated on the LES as:
  - HDP-Mission (HDP-M): for specific missions and paid whenever any part of a month is served fulfilling the specific mission (see note below)
  - HDP-Location (HDP-L): for service in a designated area for over 30 days and pay ends upon departure from that area.
    NOTE: For HDP-M and HDP-L locations may be, but are not necessarily, combat areas; therefore local agency staff will need to determine if the three listed criteria on page 11 are applicable to decide whether to include or exclude this particular payment from the WIC income eligibility determination.

- **Potential Combat Pay Entitlement Categories**. The following types of pay, while not directly related to being in combat, may be paid to service members while serving in a combat zone. Using the three criteria for combat pay, local agency staff must determine if the following entitlements may be excluded from the WIC income eligibility determination:
  - Family Separation Pay (FSA): FSA is for service members with dependents who meet certain eligibility criteria. FSA is only excluded if the service member is en route to a training location prior to deployment to a designated combat zone or on deployment orders to a designated combat zone.
  - Foreign Language Proficiency Pay (FLPP): FLPP that was not received prior to the time of deployment to a designated combat zone should be excluded from the WIC

income eligibility determination.

- Hazardous Duty Incentive Pay (HDIP): the performance of several types of duties may qualify a service member to receive HDIP. A service member can receive up to two different types of HDIPs during the same period if s/he performs more than one of these duties as required by the mission. HDIP that was not received prior to the time of deployment to a designated combat zone should be excluded from the WIC income eligibility determination.
- Special Duty Assignment Pay (SDAP): SDAP that was not received prior to the time of deployment to a designated combat zone should be excluded from the WIC income eligibility determination.

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Proof of Income

The applicant who is not adjunctively income eligible for WIC is required to provide written documents to establish proof of the gross income of the entire economic unit. Staff is required to document the sources of written proof that are reviewed.

- **Acceptable Proof of Income**
  Refer to Attachment 3 for a listing of what counts towards gross income. Proof of income must be provided for all members of the economic unit earning or receiving cash income contributing to the gross income of the economic unit.

- **Documentation of Proof of Income**
  Staff must document the source(s) of written proof that were reviewed to establish the gross income of an applicant's economic unit. It is NOT necessary or required to retain the actual documents, scanned or photocopies of the original documents used to confirm proof of income. Documents may be provided in an electronic/digital format (laptops, emails, cell phones, tablets, texted pictures, etc.). If there is concern about the authenticity of the document, staff should attempt to verify the documents in every way possible. If the documentation cannot be verified, staff may require the participant/parent/guardian/caretaker to provide the original documents.

  NOTE: W-2 forms must only be used as proof of income when annual income is assessed (see Section 3). Example: Self-employed/seasonally employed individual.

- **Individual Lacks Proof of Income**

  - **Failure to bring existing proof of income**
    - At a certification appointment when an individual reports gross income of the economic unit but fails to bring written proof of that income, the eligibility determination cannot be completed until the written proof of income is provided. The determination of eligibility must be completed within processing standards (refer to Chapter 6A, Section 2 for information on processing standards). The record will remain in applicant status for up to 30 days until the income proof is provided. After 30 days, local agency staff will need to initiate a subsequent certification appointment to proceed with the record.
    - At a subsequent certification appointment, income eligibility determination cannot be completed until proof of the reported income is provided. Inform the participant of the needed documentation and complete the income eligibility determination at a subsequent visit as per local agency policy.

  - **Proof of income provided with affidavit**
    When an applicant reports income, but is unable to provide proof of income, document the situation in Crossroads by selecting "Proof provided with affidavit" from the drop-down list of proofs and have the applicant sign the related affidavit. For more information about documenting proof provided by affidavit, refer to Attachment 1. This documentation should <u>not</u> be used for individuals who forgot to bring proof of income.

Legitimate situations where proof of income may be lacking include when an individual:

- is a victim of theft, loss, or disaster,
- is homeless,
- is a migrant farm worker,
- has had to flee from a high-risk situation (i.e. battered women/children or refugee) and subsequently left behind all proof of income, and/or
- is paid in cash and has an employer(s) who will not document on paper the applicant's income.

- **Zero Income**
  WIC defines a family (economic unit) as a group of related or unrelated persons sharing financial and other resources. Applicants declaring a zero income should be asked to describe their living circumstances and how they obtain basic living necessities such as food, shelter, medical care and clothing. Sources of income such as withdrawals from savings, child support, or assistance from sources not living in the economic unit, should be reviewed. If no income is revealed after reviewing all potential sources, document zero income. For more information about documenting zero income, refer to Attachment 1. In cases where it is established that an individual is living with minimal or no resources, staff should offer information on sources of assistance.

- **Verification of Income**
  In cases where the documentation of income is questionable, staff should attempt to verify the documentation. Verification is a process whereby the validity of the documents presented is checked through another source e.g. employer verification of wages, or local DSS office verification.

Changes in Income During a Certification Period

Participants are not required to report income changes during the certification period. A reassessment of income eligibility may be required in certain situations; however, income eligibility is only reassessed when more than 90 days remain in the participant's certification period.

- **Required Income Assessment During a Certification**
  If more than 90 days remain in the current certification period, local agency staff must reassess income of a participant if:

  - the local agency has received credible complaints about the participants' income eligibility;
  - the local agency receives information indicating that the participant's household income has changed; and/or
  - a participant voluntarily reports a change in income.

  In these situations, staff should contact the participant immediately and schedule an appointment for a reassessment of income eligibility for the individual and all members of the household on WIC.

- **Participant is Found to be No Longer Income Eligible During a Certification**
  If a participant is no longer income eligible based on a reassessment of income, the participant must be informed of the ineligibility and issued the "No Longer Eligible/Termination Due" notice. The participant must be terminated from the NC WIC Program no less than 15 days from the time of reassessment. Refer to Chapter 6D for information on participant notifications.

  At the time of termination, previously issued food benefits for future months are automatically voided; however, previously issued food benefits for the current month remain available for redemption by the participant.

  NOTE: Regardless of the time remaining in a certification period, a WIC participant previously found to be adjunctively eligible cannot be disqualified during a certification solely because they or certain family members no longer participate in Medicaid, TANF (Work First), or FNS (Food Stamps). These participants may only be disqualified after their income eligibility has been reassessed for adjunctive eligibility through another program or through determining gross income of the economic unit.

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Documenting Income Eligibility in Crossroads

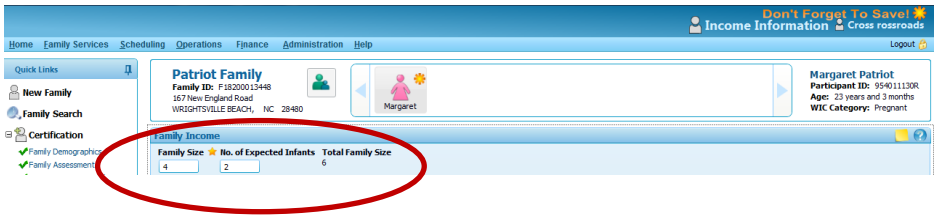
The Income Information screen is a family screen. It can be completed with any family member selected in the carousel. Total Family Size is used to determine the Eligibility Guideline Amount. There are three ways to document income eligibility in Crossroads: 1) Adjunctive eligibility; 2) Full income screen; and 3) Zero income declaration. Documenting self-reported adjunct program participation is **mandatory** for federal reporting requirements. It must be collected even if the participant is not proven adjunctively eligible for WIC.

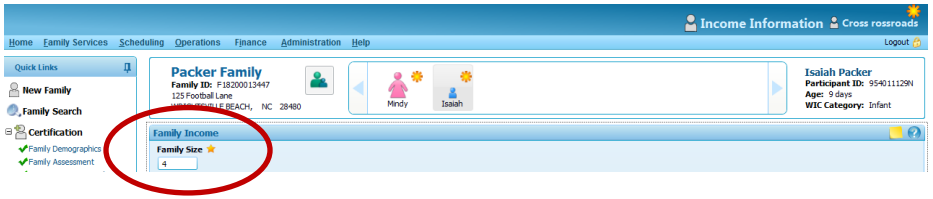
Below are the required steps for each process. The steps begin after a Family has been added and the user has navigated to the **Income Information** screen in the Certification section of Quick Links.

Adjunctive Eligibility

Step One: Family Size

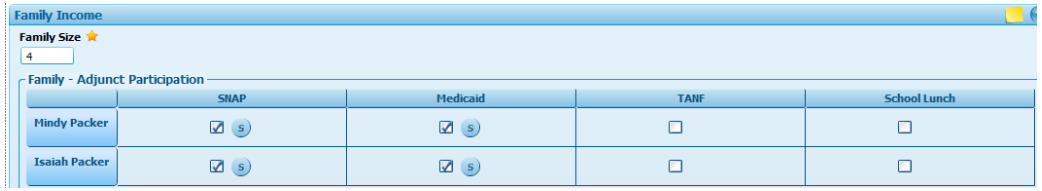
- Enter the number of members in the family in **Family Size**.
- Enter the number of expected infants in **No. of Expected Infants**, if applicable
- The values for **Family Size** and **No. of Expected Infants** are combined to indicate the **Total Family Size**.





Step Two: Self-Reported Adjunct Program Participation

- Within the **Family – Adjunct Participation** grid, select all programs that the participant or parent/guardian/caretaker self-reports participating in (if any) for each family member that is participating in WIC.
- An "S" (for "self-reported") is displayed.



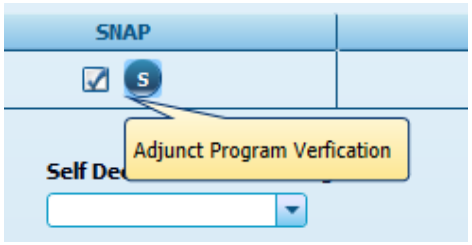
Note: SNAP = Food and Nutrition Services (FNS) Program (Food Stamps)
TANF = Work First

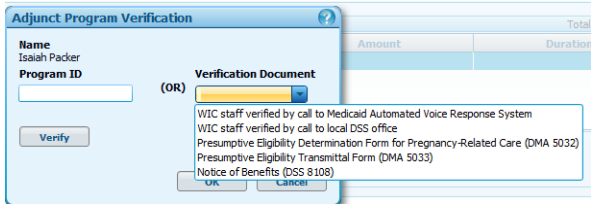
Step Three: Verify Adjunct Program Participation

For at least one program selected, do the following:

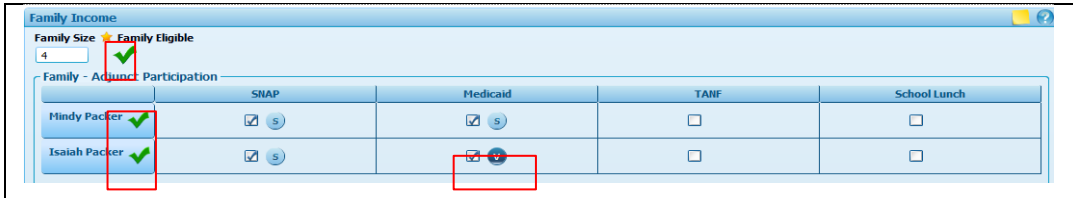
- Click the **Adjunct Program Verification** button S to display options to document how adjunct eligibility is verified. The **Adjunct Program Verification** screen displays.
- Click **Verify** to use Online Verification (OLV) OR select a **Verification Document**.
- Click **OK** to process the screen. You are returned to the Income Information screen. If adjunct program participation is verified, a V is displayed instead of an S, and a green check mark displays under **Family Eligible** and/or next to the participant's name in the **Family – Adjunct Participation** box. It varies depending on the program selected and whether eligibility is conferred to the entire family.

Note:



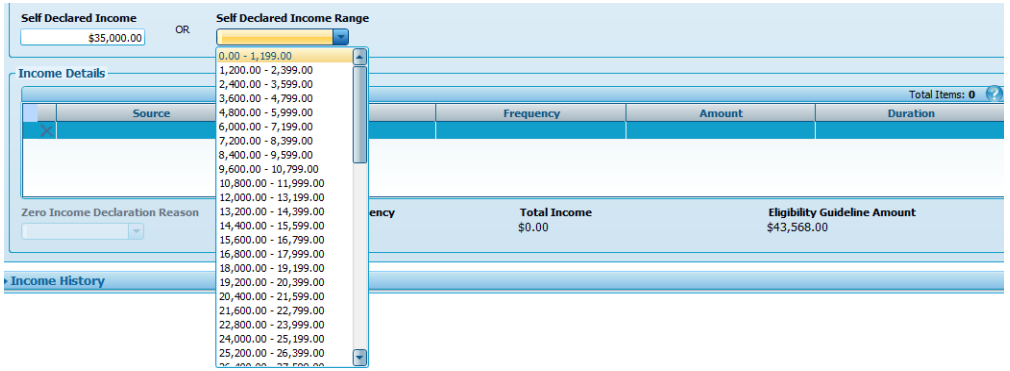


Medicaid: If a Pregnant Woman or Infant is eligible, the entire family is eligible.
SNAP: If any member of the family is eligible, the entire family is eligible.



Step Four: Complete Self Declared Income/Range

- Enter a **Self Declared Income** (Dollar amount) or select a **Self Declared Income Range** from the drop down list.
- If the green check mark does not display, continue to the instructions for **Full Income Screen** below.
- Click **Save**. A status message displays indicating success and you are navigated to the next screen in the process, **Health Information**.

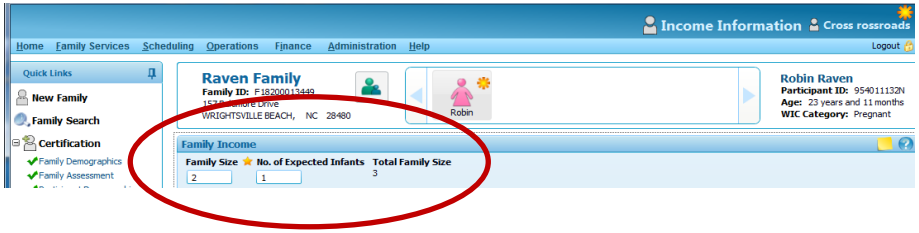


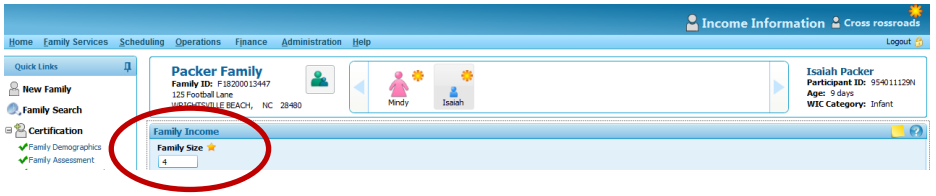
Full Income Screening

The Income Detail grid is required if family eligibility is not determined by Adjunct Program Participation Income.

Step One: Family Size

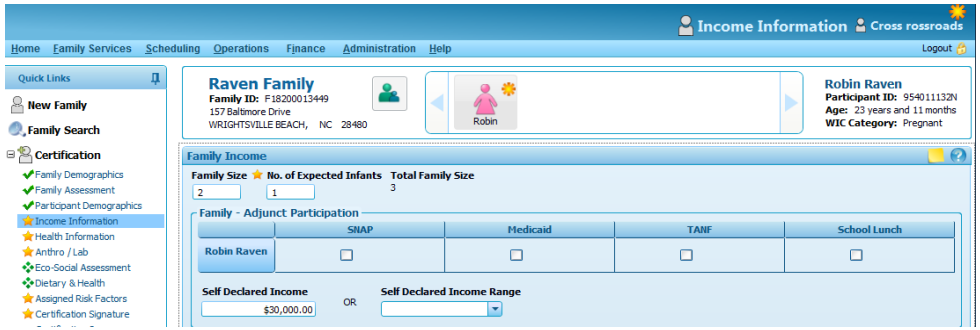
- Enter the number of members in the family in **Family Size**.
- Enter the number of expected infants in **No. of Expected Infants**, if applicable
- The values for **Family Size** and **No. of Expected Infants** are combined to indicate the **Total Family Size**.





Step Two: Self-Reported Adjunct Program Participation

- Within the **Family – Adjunct Participation** grid, select all programs that the participant or parent/guardian/caretaker self-reports participating in (if any) for each family member that is participating in WIC.
- An "S" (for "self-reported") is displayed.

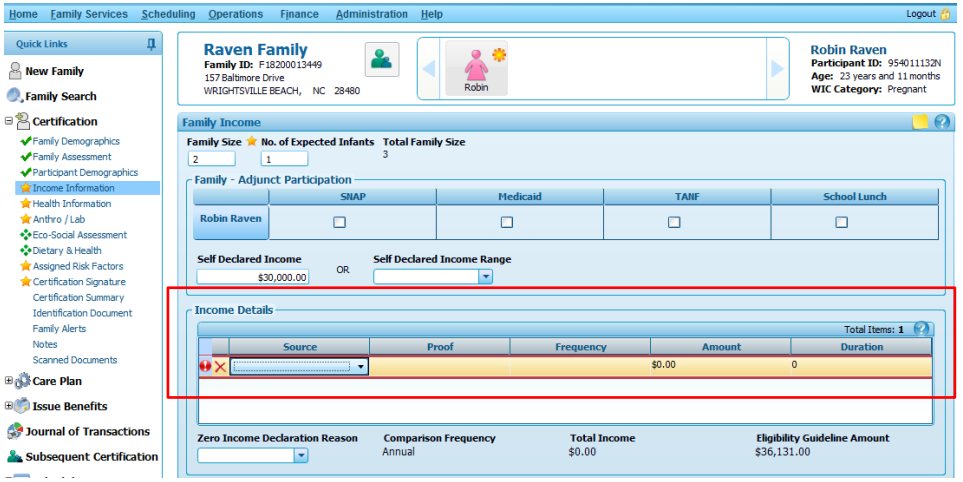


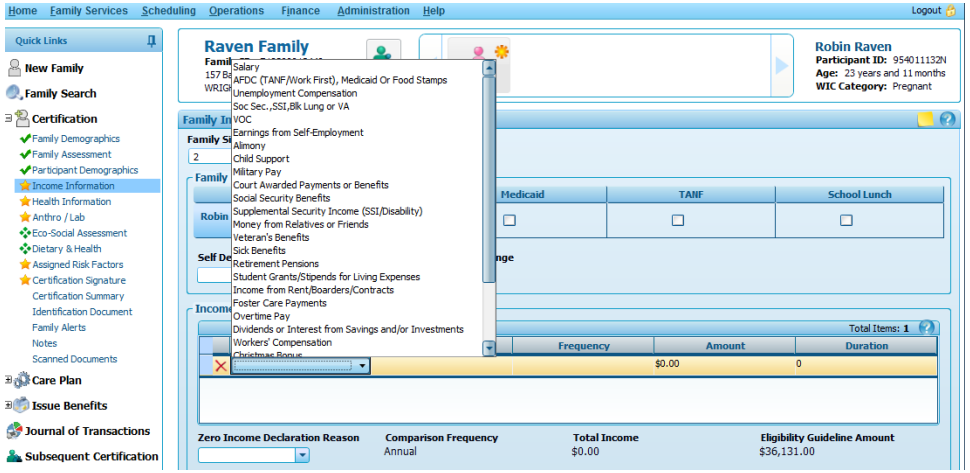
Note: SNAP = Food and Nutrition Services (FNS) Program (Food Stamps)
TANF = Work First

Step Three: Income Details

Within the **Income Details** grid, enter a row of information for **each** income source associated with the family **until all applicable income** is reported by doing the following:

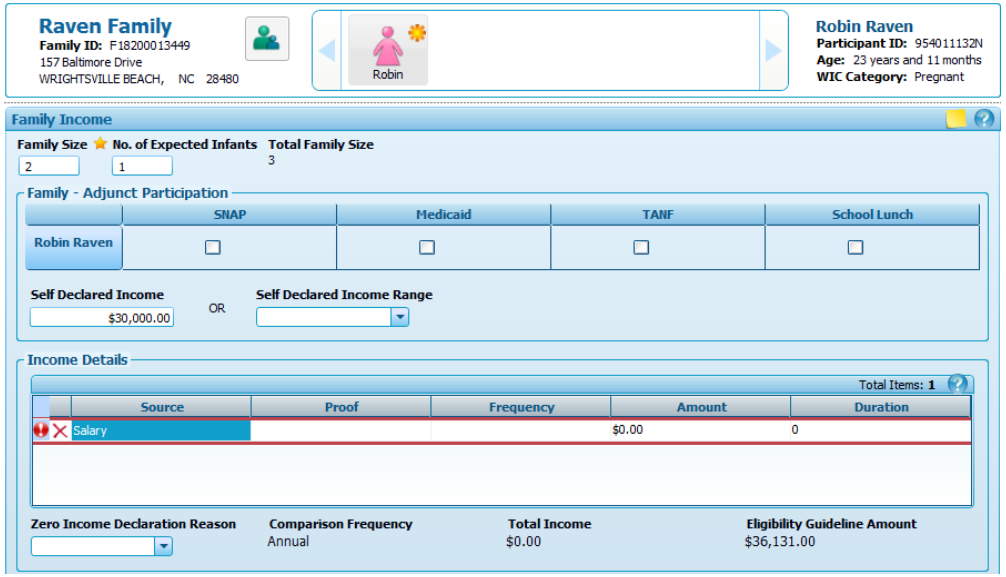
- Click on the **Source** column header and select a source of income from the drop down menu.



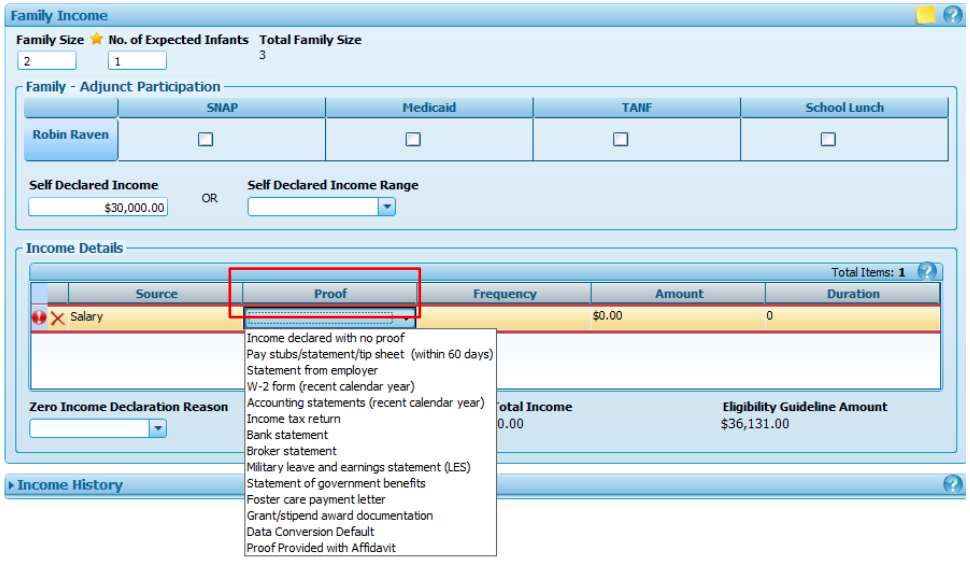


Drop Down Menu for Source of Income

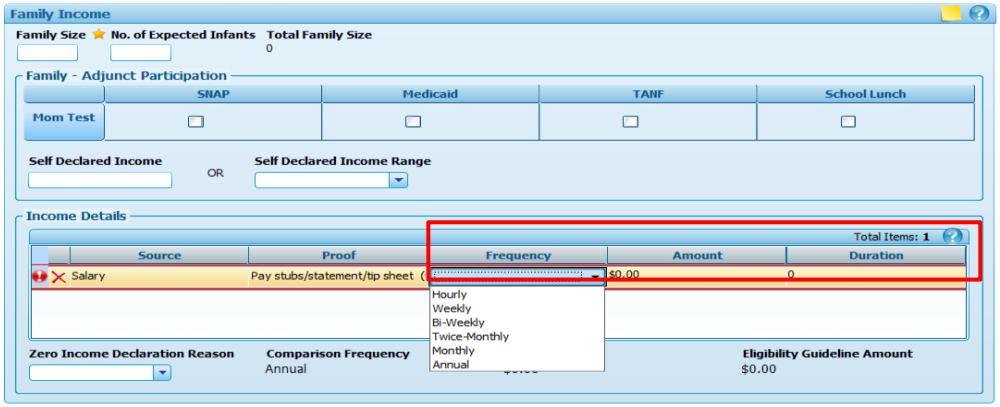
- Select the **Proof**. When no proof exists, choose "Proof Provided with Affidavit." See **Step Four** below.

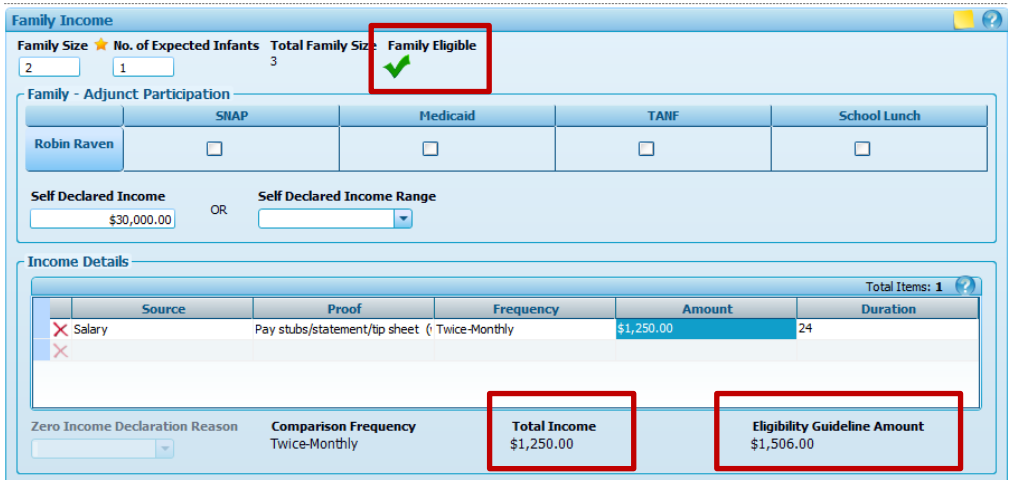


- Click on the **Proof** column header and choose a proof of income from the drop down menu.



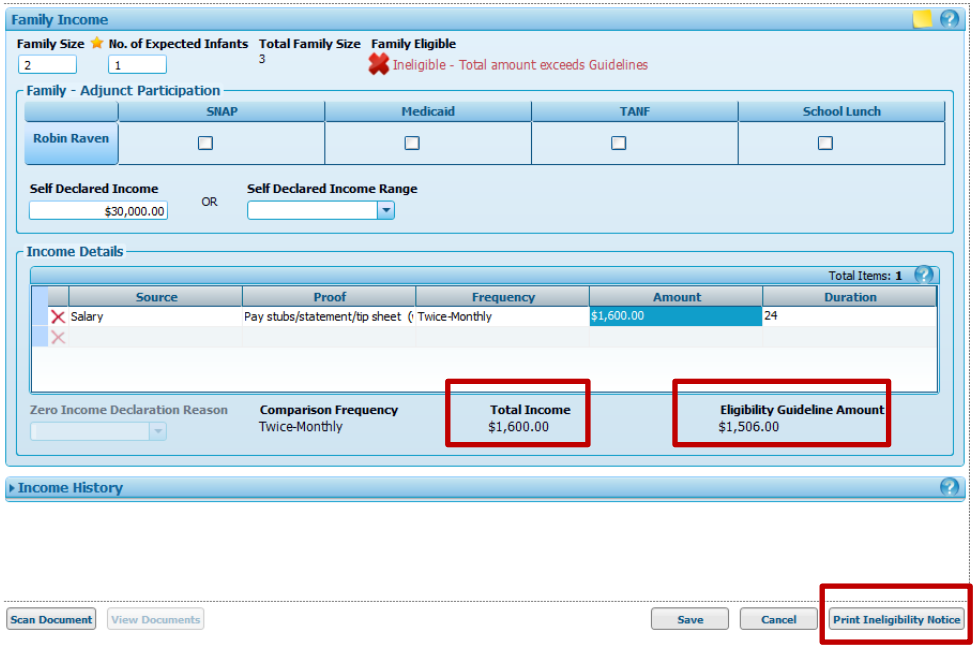
- Select the **Frequency**, enter the **Amount** and enter the **Duration** by clicking on the header and choosing from the drop down menu.
- **Comparison Frequency** is adjusted to annual when more than one income frequency exists for a family. Exception: hourly is included in weekly income.
- **Total Income** is calculated by the system and compared to the **Eligibility Guideline Amount**.
- If the **Total Family Income** is less than or equal to the **Eligibility Guideline Amount**, the family is income eligible. A green check mark displays at the top of the screen.





Family Eligible

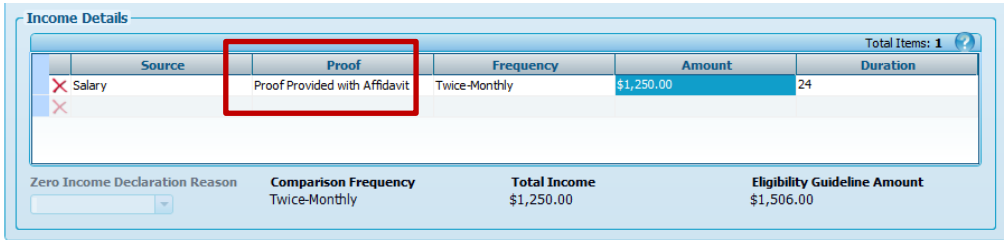
- If the Total Family Income is greater than the Eligibility Guideline Amount, the **Applicant Ineligible** icon ( ) displays at the top of screen indicating the family is not income eligible.
- **Print** the **Ineligibility Notice**.
- Click **Save**. The system refreshes and you are navigated to the next screen in the process.



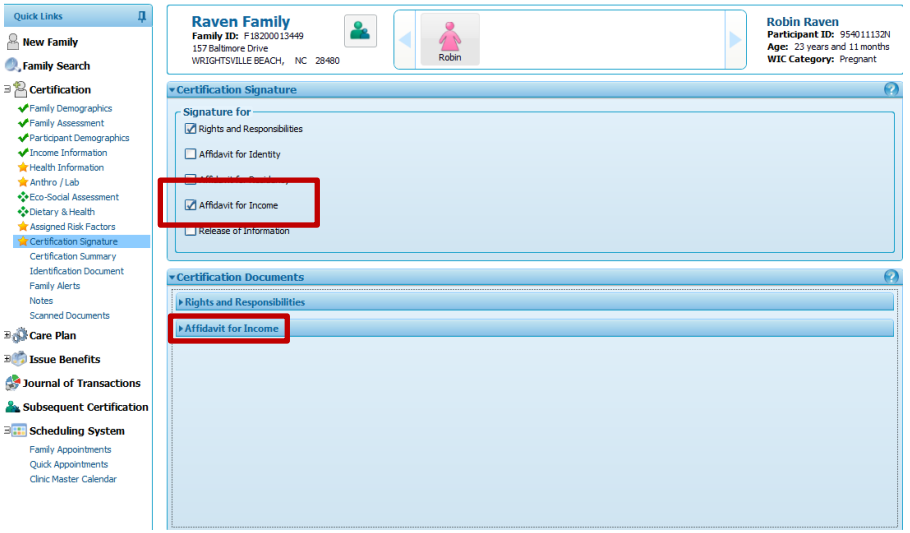
Family Ineligible- Total amount exceeds Guidelines

Step Four: Income Declared with No Proof (if applicable)

- When no proof exists, choose “Proof Provided with Affidavit.”
- Click **Save**. The system refreshes and you are navigated to the next screen in the process.

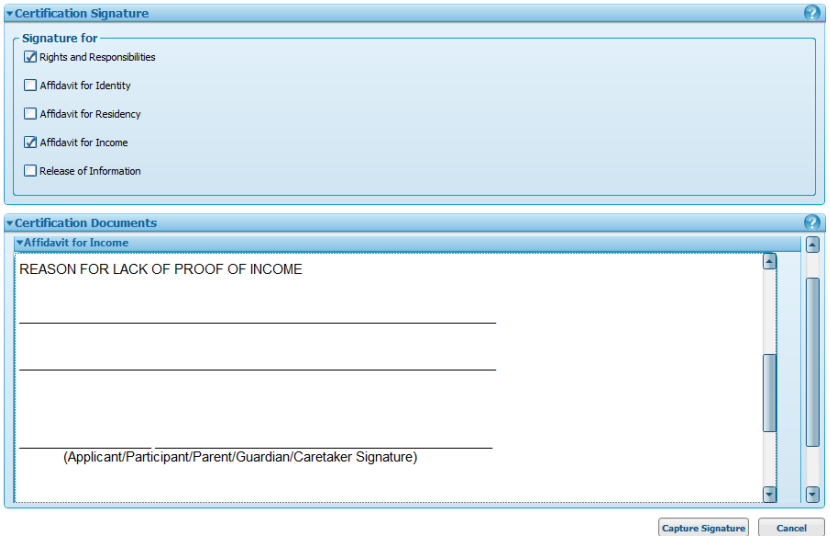


- Navigate to the **Certification Signature** screen by using the **Quick Links** bar.
- Choose the **Affidavit for Income** checkbox. The **Affidavit for Income** appears in the **Certification Documents** grid.

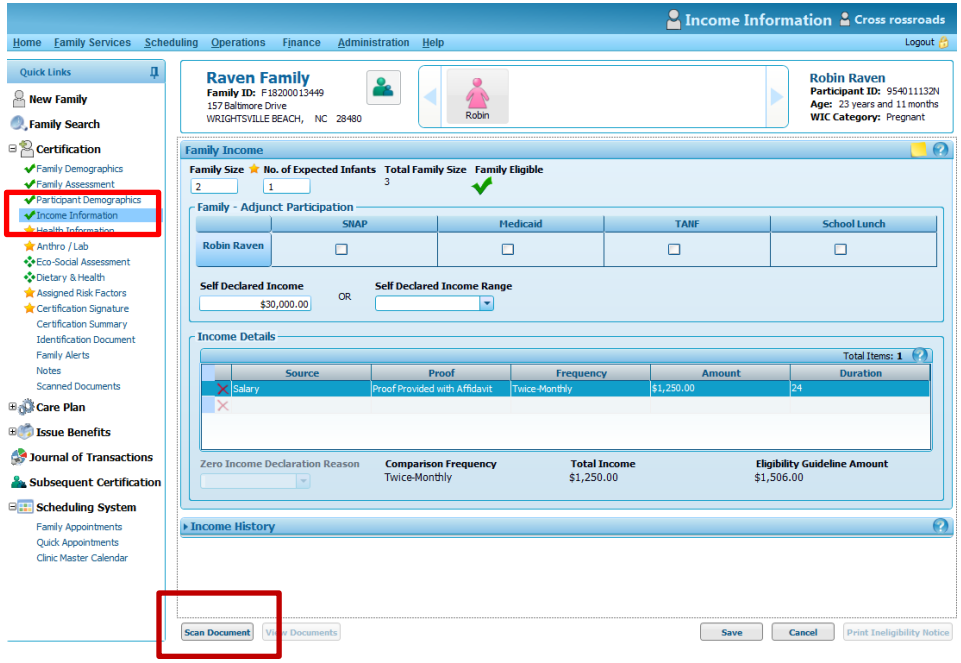


- Print the affidavit; complete the Reason for Lack of Proof of Income.
- Have the participant/parent/guardian/caretaker sign the affidavit.
- See the Interim WIC Program Manual, Chapter 6B, Section 5, pages 15-16 for acceptable reasons for No Proof.





- Return to the **Income Information** screen and choose the **Scan Document** button to scan the affidavit back into the system.

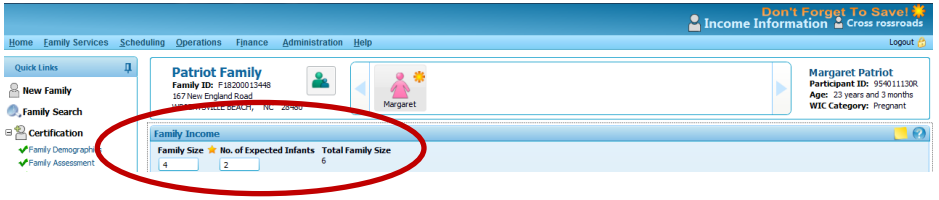


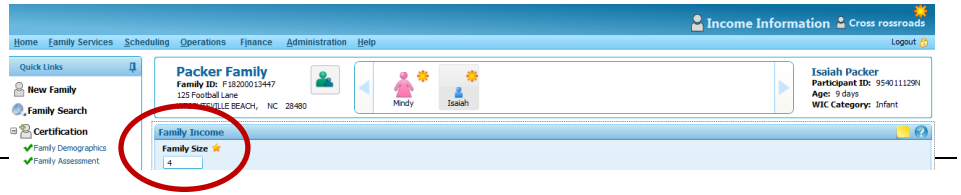
Zero Income Declaration

The **Zero Income Declaration Reason** field is required when the family reports zero income and Adjunctive Income Eligibility cannot be verified. For more information about Zero Income Declaration, see the WIC Program Manual, Chapter 6B, Section 5, page 16.

Step One: Family Size

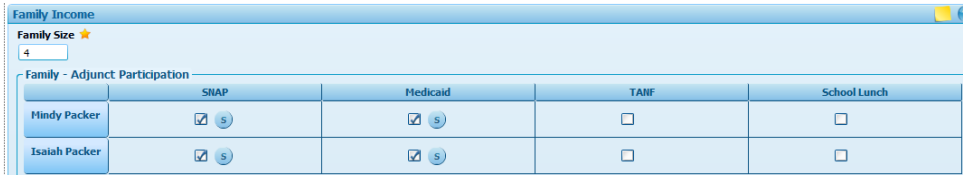
- Enter the number of members in the family in **Family Size**.
- Enter the number of expected infants in **No. of Expected Infants**, if applicable
- The values for **Family Size** and **No. of Expected Infants** are combined to indicate the **Total Family Size**.





Step Two: Self-Reported Adjunct Program Participation

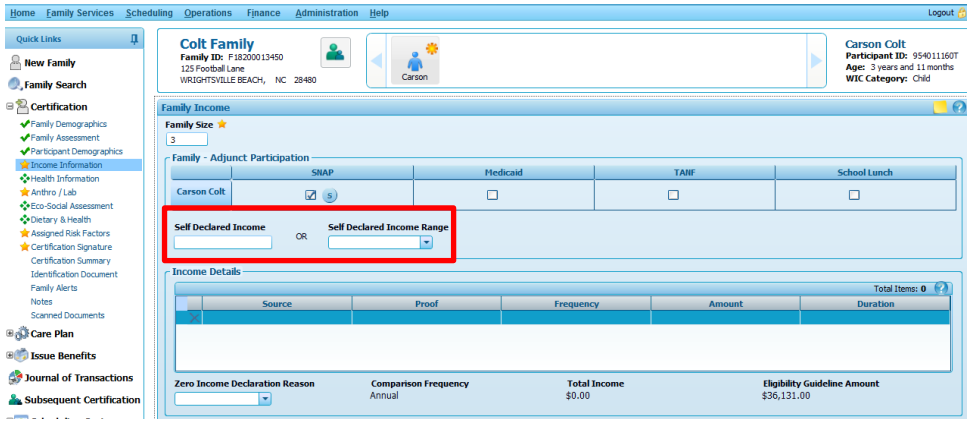
- Within the **Family – Adjunct Participation** grid, select all programs that the participant or parent/guardian/caretaker self-reports participating in (if any) for each family member that is participating in WIC.
- An "S" (for "self-reported") is displayed.

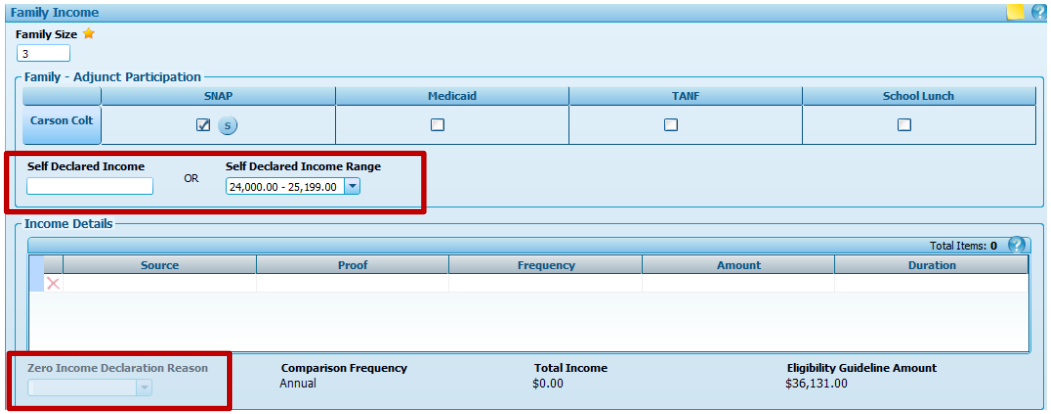


Note: SNAP = Food and Nutrition Services (FNS) Program (Food Stamps)
TANF = Work First

Step Three:

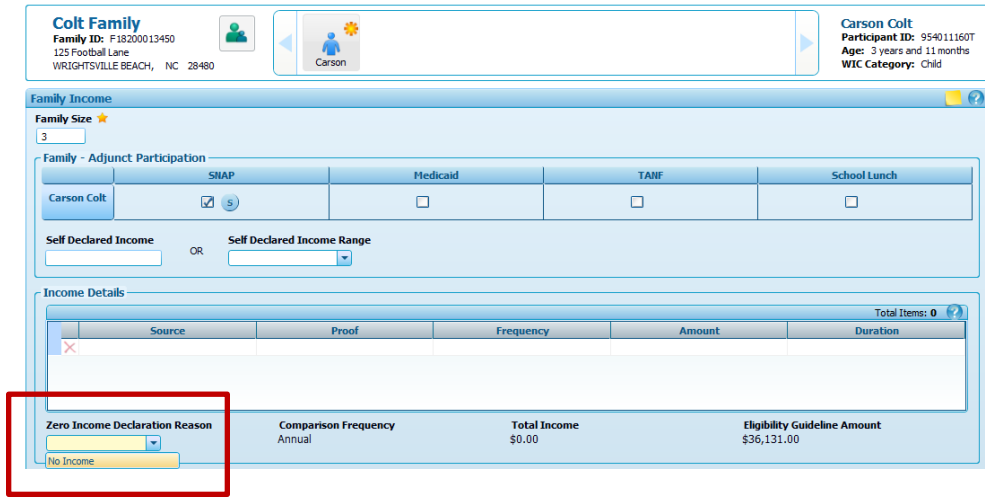
- Leave the **Self Declared Income** and **Self Declared Income Range** fields and the **Income Details** grid blank.
- Note that the **Zero Income Declaration Reason** field is disabled if an entry appears in the **Self Declared Income** or **Self Declared Income Range** fields.

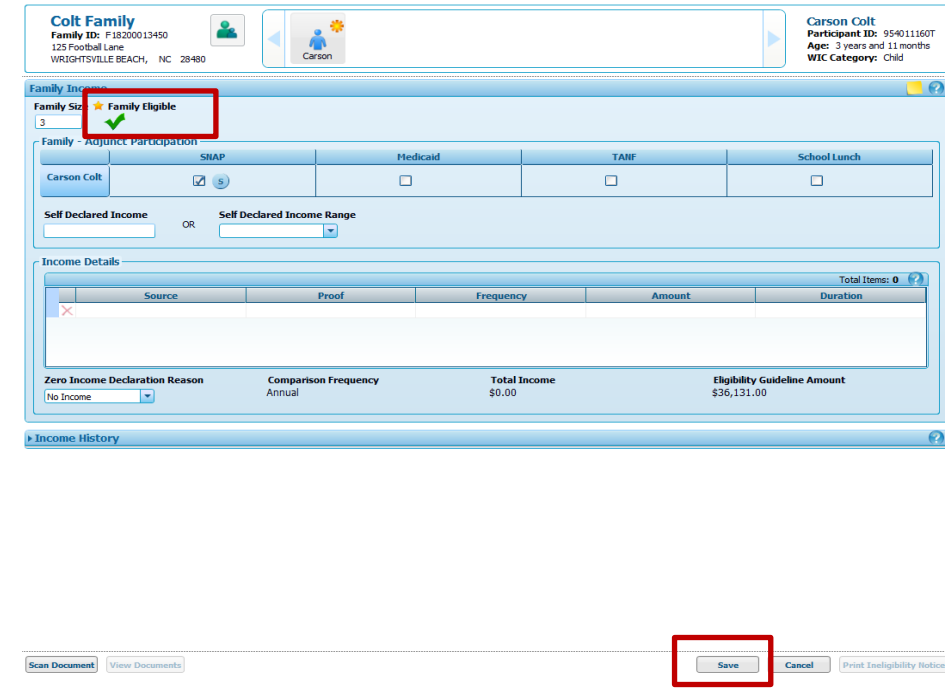




Zero Income Declaration Reason is disabled if an entry appears in the **Self Declared Income** or **Self Declared Income Range** fields

- Select “No Income” from the **Zero Income Declaration Reason** drop down list box.
- A green check mark displays at the top of the screen.
- Click **Save**. A status message displays indicating success and you are navigated to the next screen in the process.





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Income Eligibility Guidelines

Once the size and gross income of the economic unit have been determined and documented, staff use the Federal poverty guidelines included in the chart below to determine income eligibility. The guidelines are published by the U.S. Department of Health and Human Services (DHHS).

185% of Federal Poverty Guidelines (Effective June 8, 2026)					
Size of Economic Unit	**Maximum Gross Income**				
	Annual	**Monthly**	**Twice Monthly**	**Bi-Weekly**	**Weekly**
1	$29,526	$2,461	$1,231	$1,136	$568
2	40,034	3,337	1,669	1,540	770
3	50,542	4,212	2,106	1,944	972
4	61,050	5,088	2,544	2,349	1,175
5	71,558	5,964	2,982	2,753	1,377
6	82,066	6,839	3,420	3,157	1,579
7	92,574	7,715	3,858	3,561	1,781
8	103,082	8,591	4,296	3,965	1,983
9	113,590	9,466	4,733	4,369	2,185
10	124,098	10,342	5,171	4,773	2,387
11	134,606	11,218	5,609	5,178	2,589
12	145,114	12,093	6,047	5,582	2,791
13	155,622	12,969	6,485	5,986	2,993
14	166,130	13,845	6,923	6,390	3,195
15	176,638	14,720	7,360	6,794	3,397
16	187,146	15,596	7,798	7,198	3,599
For each additional member of economic unit, add:					
	+$10,508	+$876	+$438	+$405	+$203

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What Counts Toward Gross Income For WIC Program Eligibility

Counts Towards Gross Income	DOES NOT Count Towards Gross Income
▪ salaries, wages, commissions, fees, tips ▪ overtime pay ▪ earnings from self-employment ▪ dividends or interest from savings, stocks, bonds, other investment income, or net rental income ▪ public assistance or welfare payments ▪ unemployment compensation ▪ alimony and child support payments ▪ military allotments including re-enlistment bonuses, jump pay, and uniform allowance *(refer to the other side for more information on military income as indicated on military leave and earning statements)* ▪ Social Security benefits ▪ Veterans Administration benefits ▪ Supplementary Security Income (SSI) benefits (includes disability) ▪ retirement and pension payments ▪ workers compensation ▪ student grants/stipends paid to the student for living expenses ▪ Christmas bonuses, prize winnings, lottery winnings ▪ money received from individuals not living in the household ▪ cash income including but not limited to cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which are readily available to the family ▪ foster care payment	▪ money earned by children for baby-sitting, lawn mowing and other such tasks. ▪ military housing benefits (on-base or off-base). ▪ cost of living allowance for military personnel on duty outside of the contiguous 48 states (OCONUS COLA). ▪ mandatory salary reduction amount for military service personnel which is used to fund the Veteran's Educational Assistance Act. ▪ value of in-kind benefits. ▪ short term, non-secured loans ▪ value of Earned Income Tax Credit (EITC) refund/payment. ▪ value of any child care payments - made under section 402(g)(1)(E) Social Security Act - provided or paid for under the Child Care and Development Block Grant Act. ▪ the value of assistance to children or families under the: - National School Lunch Act. - Child Nutrition Act of 1966. - Food Stamp Act of 1977. ▪ payments to volunteers under: - Title I (VISTA) and Title II (RSVP, foster grandparents, and others) of the Domestic Volunteer Service Act of 1973 - Section 8 (b) (1) (B) of the Small Business Act (SCORE and ACE). ▪ payments/reimbursements received under any of the following Acts: - Job Training Partnership Act - Low Income Energy Assistance Act - Disaster Relief Act of 1974 - Carl D. Perkins Vocational Education Act - Old Age Assistance Claims Settlement Act - Cranston-Gonzales National Affordable Housing Act - Housing and Community Development Act of 1987. - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 - Agent Orange Compensation Exclusion Act - Economic Stimulus Act of 2008 ▪ student financial assistance received from any program funded in whole or part under: - Title IV of the higher Educational Opportunity Grant, - State Student Incentive Grants, - National Direct College Student Loan, - PLUS, - College Work Study and Byrd Honor Scholarship programs. ▪ Government stimulus pay (CARES ACT, American Rescue Plan) ▪ Filipino Veterans Equity Compensation Fund payments ▪ other exclusions listed in 7CFR 246.7(d)(iv)

Military Leave & Earnings Statement (LES)

Type	Description	Counts as Income for WIC**
BAH	BASIC ALLOWANCE FOR HOUSING	NO
BAS	BASIC ALLOWANCE FOR SUBSISTENCE	YES
BASE	BASE PAY	YES
CARSEA	CAREER SEA PAY	YES
CEFIP	CAREER ENLISTED FLYER INCENTIVE PAY	YES
CIP	COMBAT RELATED INJURY AND REHAB PAY	NO
CLOTHING	CLOTHING ALLOWANCE	YES*
CMAI	CIVILIAN CLOTHING MAINTAINANCE ALLOWANCE	YES*
COLA	COST OF LIVING ALLOWANCE	YES
FDP	FOREIGN DUTY PAY	YES
FLPP	FOREIGN LANGUAGE PROFICIENCY PAY	YES**
FLY	FLY PAY	YES
FSA	FAMILY SEPARATION ALLOWANCE	YES**
FSH	FAMILY SEPARATE HOUSING	NO
FSSA	FAMILY SUBSIST SUPPLEM ALLOWANCE	NO
HDIP	HAZARDOUS DUTY INCENTIVE PAY	YES**
HDP	HARDSHIP DUTY PAY	YES**
HDP-L	HARDSHIP DUTY PAY - LOCATION	YES**
HDP-M	HARDSHIP DUTY PAY - MISSION	YES**
HFP / IDP	HOSTILE FIRE PAY / IMMINENT DANGER PAY	YES**
JUMP	JUMP PAY	YES
OCONUS COLA	OVERSEAS CONTINENTAL U.S.	NO
OHA	OVERSEAS HOUSING ALLOWANCE	NO
OLA	OVERSEAS LIVING ALLOWANCE	NO
SAVE	A CALCULATED DIFFERENCE IN GRADE PAY	YES*
SBP	MILITARY SURVIVOR BENEFITS PLAN	YES
SDAP	SPECIAL DUTY ASSIGNMENT PAY	YES**
SEA PAY	CAREER SEA PAY	YES
SEB	SERVICE MEMBER ENLISTMENT BONUS	YES*
SEP	SEPARATION PAY	YES
SPEC	SPECIAL FORCES	YES
SRB or SRBP	SELECTIVE RE-ENLISTMENT BONUS PAYMENT	YES*
TDY	TEMPORARY DUTY	YES
TLA	TEMPORARY LODGING ALLOWANCE	NO
REBATE	REBATE	NO

For information about other types of income that appear on the LES, go to: https://www.dfas.mil/militarymembers/payentitlements/aboutpay/.

* use 1/12th the amount listed when using monthly income to determine income eligibility

** If determined to be combat pay, exclude from calculation of gross income. Refer to Section 4 for more information on combat pay and determination of gross income.