

WIC Certification Information & Descriptions of Approved Proof Choices – Income, Identity, Residency

- **At each certification**, you must provide **ONE ITEM FOR EACH PROOF: proof of income, proof of identity** for applicant & caregiver, and **proof of Tennessee residency**
- For phone certification appointments, proofs can be sent by: **text 865-393-0159; fax 865-215-5064; email KCHD.WIC@knoxcounty.org** or stop by anytime in person to the KCHD WIC office
- If you are a **transfer** into Knox County, you must provide proof of residency regardless of the type of visit
- For a **prenatal certification** appointment, we require proof of your pregnancy: a signed or electronic health record statement from a medical professional or an ultrasound identified with your name; if you are visibly pregnant no further proof is needed; up to 60 days of WIC food benefits can be provided if proof of pregnancy is unavailable at your certification appointment

Questions? Call or email us before your next WIC appointment • Appointments & Rescheduling: (865) 215-5016 • Eligibility & Other Program Inquiries: (865) 215-5030 • KCHD.WIC@knoxcounty.org

Additional information is available online at www.knoxcounty.org/health/wic.php , www.health.state.tn.us/wic/ , www.fns.usda.gov/wic/

Proof Choices	Income	Identity	Residency*	Description
Automatic eligibility: SNAP & TANF	✓		✓	Enrollment of anyone in your household in SNAP (formerly Food Stamps) or TANF (Families First) makes you automatically eligible for WIC. Show us your current benefit statement, not an EBT card.
Automatic eligibility: TennCare	✓	✓	✓	Enrollment in TennCare may make you automatically income eligible for WIC. We will access your TennCare enrollment status from our office. Note: Not all TennCare codes are acceptable for WIC eligibility. Our office will verify if you are automatically eligible. A TennCare card is not valid proof.
Bank Statement(s)	✓		✓	Must show gross amount of income source; must be the entire statement with account owner(s) visible.
Birth Certificate		✓		Can be from any country, for adults, infants, or children. For infants less than 1 year old, you can also use (a) their hospital birth certificate, (b) their ID bracelet, or (c) their crib card.
Check Stubs	✓		✓	One month of most recent check stubs or pay statements. If paid weekly or biweekly, we will need multiple check stubs/statements to equal one month of income. Check information must show gross income. If unemployed, we will need the last check stub, separation notice, and/or proof of unemployment benefits.
Copy of Court Order	✓		✓	Must show gross amount of the source of income; includes DCS and other child placement agencies' statements verifying monthly child support payments.
Disaster Relief	✓			This option is available in limited declared disaster situations, at the discretion of the WIC office.
Driver's License		✓	✓	Should be current.
Employer Income Statement	✓		✓	Must be current, with signature, date, and contact phone number. At our discretion, we may contact the employer to verify the accuracy of the information.
Immunization record		✓		If using state immunization registry (TennIIS) enrollment, we can access your registration from our office.
Investment Statement	✓		✓	Must show gross amount of the source of income.
Official correspondence from any source		✓	✓	Should have name and address clearly visible; can include TennCare registry enrollment.
Passport		✓		Should be current.
Photo ID		✓		Should be current, if applicable.
Previous year tax return	✓		✓	Must include W-2(s) and/or 1099(s); may use this if self-employed only with no other source of income.
Registration in government programs		✓		If using TennCare or state immunization registry (TennIIS) enrollment, we can access your registration in these programs from our office.
Rent receipt or mortgage statement			✓	Should have name and address clearly visible.
Social Security Benefits Statement	✓		✓	Must show gross amount of the source of income.
Social Security Card		✓		
SSI Benefits Statement	✓		✓	Must show gross amount of the source of income.
TennCare or other Medical Insurance Card		✓		
Utility bill or receipt			✓	Should have service location clearly visible.
Veterans Benefits Statement	✓		✓	Must show gross amount of the source of income.
VOC: Verification of Certification from another state's WIC office	✓	✓		This is proof of WIC enrollment from another state's WIC program. If you are on WIC anywhere in Tennessee, we do not need a VOC.
Voter Registration Card		✓		
Written Letter of Support	✓		✓	This is a last resort if there is nothing else available. WIC office staff will provide details and assistance.

* Item selected to use as proof of residency should confirm Tennessee address.

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This institution is an equal opportunity provider.

