

**POLICY:** Each family will be assigned a WIC identification (ID) number. Each participant will have a unique participant number. A WIC identification (ID) card will be issued to each family. Two authorized shoppers are allowed to sign the WIC ID card.

**PURPOSE:** The WIC ID card is issued to ensure that food instruments (FIs) are being used for the benefit of the WIC participant. The person(s) whose signature(s) appears on the card is (are) authorized to obtain and redeem WIC FIs for the WIC participants listed on the card. The WIC ID number is used to identify and track the participant in TWIST.

**RELEVANT REGULATIONS:** 7 CFR 246.7—Certification of participants  
7 CFR 247.12—Food delivery systems

**OREGON WIC PPM REFERENCES:** ♦425—Ordering State Produced Materials  
♦451—Change in Guardianship  
♦540—Proxy System  
♦610—Proof of Identity and Residency

**TWIST TRAINING MANUAL REFERENCES:** Chapter 3, Lesson 101—Producing a WIC ID Card

**DEFINITIONS:** *First authorized signer* The participant, parent or caretaker who shows proof of identity at enrollment and signs the WIC ID card on the first line. The WIC ID card acts as proof of identity for this individual.

*Second authorized signer* The individual who has signed the WIC ID card on the second line with the permission of the first authorized signer. This individual may attend nutrition education appointments, bring in a child for certification appointments, and spend WIC FIs using the WIC ID card. The WIC ID card **does not** act as proof of identity for this person.

**PROCEDURE:**

- WIC ID numbers**
- 1.0 WIC ID numbers are assigned automatically in the TWIST data system.
  - 1.1 The WIC ID number consists of the eight-digit family number followed by the two-digit participant number. Participant numbers are assigned to family members in the order of their enrollment in TWIST beginning with 01.

**WIC IDENTIFICATION NUMBER AND WIC ID CARD, cont.**

(WIC ID numbers:)

EXAMPLE: Mom 00646582-01  
Child 00646582-02  
Infant 00646582-03

*Transfers within Oregon*

1.1.1 Participants transferring from another WIC clinic within Oregon will continue to use the family and participant number assigned by the losing clinic. The number can be obtained from the WIC record in TWIST.

*Custody changes*

1.1.2 If custody of a child changes (e.g., child goes into foster care, is adopted, custody changes from one parent to the other, etc.), a *new* WIC ID number should be assigned for confidentiality purposes. A new WIC ID card should be issued. See ♦451—Change in Guardianship for more information.

***Ordering WIC ID cards***

2.0 Monitor your supply of WIC ID cards carefully and order additional cards when you have a minimum of a one-month supply. When ordering, local programs should order a six-month supply. See ♦425—Ordering State Produced Materials for information on ordering WIC ID cards (form 57-620).

2.1 WIC ID cards may be produced by TWIST. See the TWIST Training Manual, Chapter 3, Lesson 101—Producing a WIC ID Card for more information.

***Issuing WIC ID cards***

3.0 Issue only one WIC ID card per family. Explain the purpose and use of the card to the participant, parent or caretaker, including presenting the card at the store when shopping with WIC FIs. WIC shoppers must have a valid WIC ID card to redeem FIs. If a card is lost or destroyed, replace it with a new one (see ¶5.0 below).

3.1 Verify proof of identity for the person signing the WIC ID card. See ♦610—Proof of Identity and Residency for more information.

3.2 Fill in the following information when issuing a WIC ID card:

- First and last names of all WIC participants in the family.
- WIC ID number for each participant (update as new family members are enrolled).
- Clinic phone number (write or stamp on the back of the WIC ID card as a reference for the participant and vendor).
- Next appointment date and time (if card is used for this purpose).
- Space is provided on the inside of the card to include medical information for each participating family member if the participant/parent so desires (completing this section is optional).

***Authorized signatures***

4.0 Ask the participant, parent or caretaker to sign on the first signature line as soon as she/he receives the WIC ID card.

**WIC IDENTIFICATION NUMBER AND WIC ID CARD, *cont.***

*Role of the  
second signer*

- 4.1 The WIC ID card can be used as proof of identify for the first signer, since this person had to show proof of identity to receive the WIC ID card.
- 4.2 A second signature line is provided on the WIC ID card. Participants, parents or caretakers who are first authorized signers shall be encouraged to choose a second authorized signer who is also a parent or caretaker of the infant or child participant and will be available to pick up FIs or shop. Second signers may also attend nutrition education appointments or bring in infant or child participants for certification appointments.
  - 4.2.1 The second authorized signer should sign the WIC ID card before bringing in the infant or child for an appointment or going to the grocery store to shop.
  - 4.2.2 The WIC ID card does not act as proof of identity for the second signer. The second signer must show another form of identification when picking up FIs or bringing in an infant or child for a WIC appointment. See ♦610—Proof of Identity and Residency for more information.
- 4.3 When FIs are used at the store, the checker will compare the shopper’s signature on the FI with the signature(s) on the WIC ID card.
- 4.3 Only **two** signatures are allowed on a WIC ID card. If a shopper presents a WIC ID card that has more than two signatures, the checker will refuse the transaction and refer the shopper back to the WIC clinic. This includes WIC ID cards with signatures that are crossed out and replaced with a new, different signature.
- 4.4 If someone other than the two authorized shoppers who have signed the WIC ID card must pick up the FIs or do the shopping, a proxy is needed. See ♦540—Proxy System.
- 4.5 Explain that the participant, parent or caretaker is responsible for actions taken by the second authorized signer or proxy when that person is using the WIC ID card.

*Replacing a WIC  
ID card*

- 5.0 If a participant’s WIC ID card is lost, stolen or destroyed, issue a replacement. Proof of identity must be obtained before issuing a replacement WIC ID card. WIC ID cards **may not** be sent in the mail.
  - 5.1 If the second authorized signer needs to be changed, have the participant return their WIC ID card to the local program and issue a new card.
  - 5.2 If there is a change of WIC ID number or guardianship, a new WIC ID card should be issued. See ♦451—Change in Guardianship for more information. ★

**If you need this in large print or an alternate format,  
please call (971) 673-0040.  
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