Follow these steps when entering information on the TWIST “Income Eligibility” screen.

**Step 1** Is this income for a “family” or for a foster child “client?”

**Step 2** What is their proof of ID and residency?

- What proof of ID and address do you have today?

**Step 3** What is their household size?

- For prenatal women, enter number of fetuses in “Unborn Counted” field.

- How many people live with you?
**Step 4** Does the participant participate in an adjunctively eligible program? Note the programs the participant uses.

- If there is proof that the participant is currently participating in one of the programs, the participant is income eligible.

**Step 5** What is the monthly income for the household?

- Enter the income from all sources.
- Enter declared income for adjunctively eligible participants.
- TWIST calculates total monthly income and compares it to the WIC Income Guidelines.
- TWIST allows you to continue with certification only if the participant is income eligible.

**Step 6** Does the participant need to bring back proof later?

- Use the “Eligibility Pending” checkbox and complete a “No Proof” form if participant does not have proof of ID, residency or income.
- Make sure they know what proof to bring back and the date it needs to be returned by.