



## Georgia WIC Program



### Alternate/Proxy Responsibilities Letter

Dear WIC **Alternate/Proxy**:

The Georgia WIC Program appreciates your help and respects your time and effort in assisting Department of Public Health (DPH) Georgia Women, Infants and Children (WIC) Program participants.

DPH WIC allows an **Alternate** and/or **Proxy** to aid WIC participants when they are not able to meet their appointment. When neither the parent/caregiver nor the **Alternate** is available, local agencies will allow the WIC participant to designate another person, who has valid ID, as a **Proxy**, to pick up and/or redeem WIC food instruments on behalf of the WIC participant. Documentation of an **Alternate** and **Proxy** is recorded on the Georgia WIC Program ID card. The name of the **Alternate** and/or **Proxy** is placed in the WIC participants file. If the **Alternate** or **Proxy** is not listed within the WIC participants file, the local agency will notify the WIC participant prior to proceeding with the visit and issuing vouchers.

Please contact the WIC participant if you can no longer serve as an **Alternate** or **Proxy**, as the WIC participant must notify the WIC clinic of this change. If you have any questions pertaining to your role, please ask the participant you are representing to provide you with guidance.

Below defines the **Alternate** and **Proxy** and provides guidelines that should be followed.

An **Alternate** is defined as a person who is:

- named by the WIC participant and acts on behalf of the participant; including an infant or child, and a prenatal or postpartum woman
- authorized to attend nutrition education sessions, pick-up and/or redeem vouchers and may bring a child in for subsequent certifications and subsequent certifications
- a responsible person the participant/parent/guardian/spouse/ caregiver depends on
- at least sixteen (16) years of age or older (unless prior approval is obtained from the WIC staff)

As a designated **alternate**, it is vital that you follow the guidelines listed below:

- Sign the participants WIC ID card.
- Bring the participants WIC ID card when redeeming WIC approved food items at the grocery store.
- Attend any required nutrition education sessions.
- Provide health information for the participant(s)
  - ✓ Parent/Guardian or Participant's current Medicaid, SNAP (formally Food Stamps) Letter or TANF Letter
  - ✓ Proof of income (Pay Stubs, Alimony, Social Security, Child Support, Current Year Income Tax, e.g.), if there is no proof of Medicaid, TANF, or SNAP
  - ✓ Proof of Residency ( Bills: Telephone, Electric, Cable, Mortgage/Lease statement, e.g.)
  - ✓ Knowledge of child(ren) health and diet



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- Only pick up vouchers for not more than two (2) families in the state of Georgia
- Have the participant(s) WIC ID card and your ID when redeeming vouchers at the grocery store

A **proxy** is defined as a person who is:

- Named by the WIC participant and acts on behalf of the participant; including an infant or child, and a prenatal or postpartum woman
- Authorized to attend nutrition education sessions, pick-up and/or redeem vouchers when the participant or alternate is not available.

As a designated **proxy**, it is vital that you follow the guidelines listed below:

- Submit the completed and signed WIC Proxy Form or a written notification statement to the clinic (The WIC participant can send notification in advance via e-mail, fax or mail).
- Attend the nutrition education session (low risk only) for the participant he/she is picking up vouchers for.
- If you, the **Proxy**, cannot attend the required nutrition education session only one month of vouchers will be issued to you. Online nutrition education may be made available to fulfill this requirement prior to or during the clinic visit.

Thank you in advance for what you will do to help the Georgia WIC Program.

Sincerely,

Georgia WIC Program Staff

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

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