

Designation of a Proxy**Policy No. CT-800.11**

Effective Date: June 26, 2018

No. of Pages:2

Policy

As deemed necessary and appropriate when neither the participant/parent/caregiver/guardian nor the alternate-proxy is available, local agencies shall allow the WIC participant to designate a person, to pick up and/or redeem WIC food instruments on behalf of the WIC participant. Owners and managers of Georgia WIC Authorized retail vendors, cannot serve as a proxy. Proxy designation may be assigned by submission of a written notice or [WIC Proxy Form](#) via e-mail, fax or mail.

Purpose

To minimize barriers to receive WIC benefits by allowing participants and parent/guardian/caretakers of a participant an alternative way to obtain and use food instruments (FIs) or cash value vouchers when they are not available to attend a WIC appointment or unable to redeem their benefits themselves.

Procedures

- I. The local agency's staff will:
 - A. Inform WIC participants of their right to designate individuals to serve as their proxy.
 - B. Explain the difference between the terms: alternate-proxy versus proxy.
 - C. Discuss requirements for a proxy. The proxy must be:
 1. Able to present a valid ID ([See Identity Requirements policy](#))
 2. A responsible person who the WIC participant trusts.
 3. Whenever possible, another person in the same household as the participant (grandparent, aunt, older sibling, uncle, other relative, etc.)
 4. At least sixteen (16) years old, unless prior approval is obtained from the District Nutrition Services Director or designated Competent Professional Authority (CPA). All approved age exceptions must be documented in the participant's record.
 5. When high-risk nutrition education contact is needed, knowledgeable of the participant medical history and nutritional habits/normal nutritional intake equivalent to the parent's.
 - D. Instruct the participant that he/she is responsible for properly training their proxy on the use of food benefits.
 - E. Ensure that the participant understands WIC will be unable to replace any food benefits used improperly or not made available to the authorized WIC person by the proxy.
 - F. Ensure that all services are provided for the participant to which they are entitled when a proxy is serving in their role as proxy.
- II. When the proxy presents to the clinic for services, local agency staff will:
 - A. Accept written notification or a [WIC Proxy Form](#) from the WIC participant or presented by the proxy, to designate proxy assignment.

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- B. Request proof of Identification (ID) of the proxy.
- C. Request the designated proxy to present the participants WIC ID card. However, if proxy does not have the WIC ID card, the staff should still provide services.
- D. Will document the use of the proxy in the participant's electronic record in the notes/comments section or participants health record.

Authority

7 CFR § 246.12(r)(1)

Definitions/ Supporting Information

Alternate-Proxy: A person who acts on behalf of the participant or parent/guardian/caretaker of a participant to pick-up and/or redeem vouchers, and attend subsequent certifications, mid/half-certifications, or nutrition education visits on behalf of the participant.

Proxy: Any person designated by a woman participant, or by a parent or caretaker of an infant or child participant, parent/guardian/caretaker of a participant to obtain and transact food instruments or cash value vouchers or to obtain supplemental foods on behalf of a participant.

Food Instruments: Commonly referred to as "vouchers" or "checks", it is a negotiable financial instrument by which WIC benefits are provided to participants. Food instruments can provide either specific amounts of WIC authorized foods or formulas (vouchers), or a fixed-dollar amount for participants to obtain WIC-approved fruits and vegetables (referred to as a "Cash Value Voucher" or "CVV").