

Designation of Alternate-Proxy**Policy No. CT- 800.12**

Effective Date: October 1, 2016

No. of Pages: 3

Policy

A WIC participant, or a parent/guardian/caretaker of a participant applying for WIC benefits on behalf of an infant or child, may designate an individual to act as their alternate-proxy at the time of enrollment or at subsequent visits. In the event that the participant or parent/guardian/caretaker of a participant is unable to attend WIC appointments; including nutrition education, sub-certification, or mid-year assessment; the alternate-proxy may conduct WIC business on their behalf. The alternate-proxy may also obtain and transact food instruments or cash-value vouchers or obtain supplemental foods on behalf of a participant.

A pregnant, breastfeeding, or postpartum woman participant can only have an alternate-proxy when she, the participant, has a disability that requires an exception to physical presence ([See Physical Presence Policy](#)).

Local agency staff may disallow an individual who has misused WIC benefits to serve as an alternate-proxy.

Georgia owners and managers of WIC Authorized retail vendors, are not allowed to serve as an alternate-proxy.

Purpose

To minimize barriers for participants to receive WIC benefits by allowing participants and parent/guardian/caretaker 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. To designate an alternate, local agency staff will:
 - A. Inform WIC participants of their right to designate individuals to serve as their alternate-proxy for subsequent WIC appointments.
 - B. Assess the need for an alternate-proxy change at each participant visit.
 - C. Explain the difference between an alternate-proxy versus proxy.
 - D. Explain physical presence requirements for a woman to designate an alternate-proxy.
 - E. Discuss requirements for an alternate-proxy.
The alternate-proxy must be:

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1. Able to present a valid ID ([See Identity Requirements Policy](#))
 2. A responsible person who the WIC participant trusts.
 3. Another person in the same household as the participant; ie, grandparent, aunt, older sibling, uncle, other relative, etc.; whenever possible.
 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.)
- F. Explain that the alternate-proxy must bring/have the following information to represent the parent, guardian or caretaker at recertification:
1. A statement of family size and documentation of participant's income (Paystub, Medicaid, TANF, SNAP, etc.), residency, and ID for parent and child
 2. Signed WIC ID card or written acknowledgement of being an alternate-proxy, or designation within the participant's record.
 3. Knowledge of the participant's medical history and nutritional habits/normal nutritional intake equivalent to the parent's
- G. Instruct the participant that he/she is responsible for properly training their alternate-proxy on the use of food benefits.
- H. Ensure that the participant understands that WIC will be unable to replace any food benefits used improperly or not made available to the authorized WIC person by the alternate-proxy.
- I. Ensure that all services are provided for the participant to which they are entitled when an alternate-proxy is serving in their role as alternate-proxy.
- J. Inform participant of the ability to utilize online education for upcoming low risk nutrition education contacts.
- K. Inform the WIC participant that he/she will be liable for any resulting programmatic violations committed by their appointed alternate-proxy(s)
- II. Upon designation of an alternate-proxy local agency staff will:
- A. Issue an [Alternate-Proxy Letter](#) which explain the alternate-proxy's responsibilities, to the participant, to give to the alternate-proxy.

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- B. Document designated alternate-proxy(s) name in the participants record.
 - C. Have the participant ensure the alternate-proxy(s) signs his/her name, in the designated space, on the WIC ID card in participant presence.
- III. When the alternate-proxy presents to the clinic for services, local agency staff will
- A. Request alternate-proxy present the required documents necessary to obtain vouchers.
 - B. Ensure the alternate-proxy attends appropriate appointment; ie, certification, sub-certification, or nutrition education (high and low risk) contact for the participant.

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.

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 formula (vouchers), or a fixed-dollar amount for participants to obtain WIC-approved fruits and vegetables (referred to as a “Cash Value Voucher” or “CVV”).

Participant: Pregnant women, breastfeeding women, postpartum women, infants and children who are receiving supplemental foods or food instruments or cash-value vouchers under the Program, and the breastfed infants of participant breastfeeding women.

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.