

Administrative Volume
Certification Section

Proxies and Authorized Representatives (3.03800)

ER# 3.03800

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POLICY: The local WIC provider (LWP) shall allow woman participants and parents or caretakers of infant and child participants to designate a maximum of two proxies. Proxies (alternate authorized representatives) who are age 18 or over are allowed to re-enroll an infant or child participant, pick up food instruments at the LWP, and make WIC transactions at the grocery store on behalf of the participant. Proxies age 16 and 17 are allowed to pick up food instruments at the LWP and make WIC transactions at the grocery store, but are not allowed to re-enroll children or infants on behalf of another. Persons under the age of 16 are not allowed as proxies and if designated by the participant would constitute a participant violation.

The LWP shall inform the proxy/authorized representative about the content of the food package and correct method of food instrument transaction. The LWP may provide nutrition education and related materials to the proxy as deemed appropriate by the nutritionist.

The LWP shall require proof of identity from a proxy/authorized representative, parent, or stepparent before issuance of food instruments or undertaking any certification or health screening activities. Refer to [ER# 3.03850](#). Staff recognition is acceptable if proof of identity was previously established.

PROCEDURES:

A. Designating Proxies

1. The local WIC provider (LWP) will obtain a proxy designation, provided by the woman participant or the certifying caregiver of an infant or child participant. See [ER# 2.02700](#) for presence at initial certification.
 - a. The LWP will record the alternative representative/proxy name(s) in the demographic (additional information 2) screen in MOWINS.
 - b. If the guardian wants to change his/her proxy designation, the guardian should complete and sign the proxy consent form or the alternate authorized representative form (also titled as the re-enrollment of minor in WIC form) which are available as printed forms in MOWINS or click [here for an alternative form](#). The LWP will then update the alternative representative/proxy name(s) in MOWINS and the participant ID folder. Scan the signed form in MOWINS.
 - c. If the guardian wants to change his/her proxy designation and s/he is not present at the clinic, s/he can send a note with the new proxy name(s). The

LWP will update the alternative representative/proxy name(s) in MOWINS and the participant folder. Scan the signed note in MOWINS.

- B. The nutritionist should determine the appropriateness of providing nutrition education to the proxy.
- C. The LWP may use the WIC participant ID folder and matching signature as proof of identity when personal recognition by the staff is insufficient to provide positive identification of the proxy. The LWP may require a photo ID if the names on the folder are not easily legible.
- D. The agency should verify the proxy names on the participant ID folder match the alternative representative/proxy names in MOWINS.
- E. The participant may change the proxy designation at any time.
- F. With authorized representative/proxy name(s) in MOWINS, a proxy may bring an infant or child to the LWP for certification and other health screenings, including anthropometric and hematological assessments. A proxy can sign the required rights and responsibilities statement for the parent or guardian.
- G. Exceptions to this policy will be allowed with written permission from the state agency to address specific, extraordinary circumstances for a participant or their household. Refer to [ER# 3.00500](#).