

VIII. Certification Eligibility and Coordination of Services

8.1.200 Proxies

Authority 2019 7 CFR 246.2, 246.7(c)(2)(i), 246.12(r)

Issued 03/1983

Revised 02/2020

POLICY: The local agency (LA) shall allow the authorized representative to designate a proxy. An authorized representative is a woman participant or a parent, legal guardian, or caretaker who is applying for benefits on behalf of a child or infant. Refer to policy [8.1.190](#).

A proxy is a person designated by the authorized representative to obtain and transact food benefits on behalf of a participant.

The LA shall require proof of identity from the proxy before the issuance of food benefits. Refer to policy [8.1.210](#).

Authorized representatives should be advised to designate only a responsible and trustworthy person to be a proxy.

The authorized representative may change the proxy at any time.

PROCEDURES:

A. Designating proxies:

1. The LA shall ask the authorized representative for a proxy designation at certification. The LA shall document the name and choose the proxy designation in the relationship dropdown.
2. If the authorized representative chooses to add or make a change to the proxy designation during the certification period, the authorized representative must make the request in person or in writing. The new proxy must provide proof of identity prior to receiving food benefits on behalf of the authorized representative or participant.
 - a. If the authorized representative is not able to be present, he or she may send a signed note with the new proxy's name. The LA will scan the note into MOWINS and enter the new proxy's name in MOWINS.
 - b. If a change of proxy is requested by phone, LA staff shall verify they are speaking to the authorized representative by asking for date of birth or address. LA staff must enter a general note regarding the change and update MOWINS with the name of the new proxy.
 - c. If LA staff are unable to verify they are speaking to the authorized representative, they should request a signed note from the authorized representative be sent with the new proxy.

B. A proxy must comply with program regulations.

1. The authorized representative will be held responsible to educate the proxy on how to use the food instrument and how to select allowable WIC foods.

2. Any program violation by a proxy may result in the authorized representative or participant's ineligibility or removal from the program. The participant or authorized representative and the proxy may be subject to civil or criminal prosecution.
- C. LA staff must ensure that proxies are notified that they have a right to submit complaints about improper retailer practices.
 - D. An authorized representative may give the food instrument and personal identification number (PIN) to someone that is not listed as a proxy in MOWINS. This individual is not authorized to attend appointments at the LA but may go to the retailer to purchase the WIC foods for the participant. The authorized representative must be aware that any individual given the PIN must comply with program regulations the same as an authorized representative. Any program violation by anyone who has been given the PIN may result in participant ineligibility or removal from the program. The participant or authorized representative of an infant or child, and the person who was given the PIN, may be subject to civil or criminal prosecution.
 - E. LA staff must not serve as a proxy unless a signed note from the authorized representative naming the staff as a proxy is on file for the current certification period. Refer to policy [8.1.030](#).