PURPOSE:
To provide participants who are unable to come to the WIC site an alternate procedure for obtaining their food instruments (FIs).

POLICY:
I. A WIC participant or the parent/caretaker applying on behalf of an infant or child may designate an individual to act as their proxy when they are unable to attend their WIC appointment. A proxy may pick up FIs for the participant. A parent or caretaker applying on behalf of an infant or child participant is not a proxy.

II. Requirements for a Proxy
   A. May be designated as a FI recipient by the participant.
   B. May attend nutrition education but the encounter does not count as one of the required nutrition education contacts for the participant.

PROCEDURE(S):
I. Each time a proxy is designated to act as the FI recipient, a written note from the participant, parent or caretaker is required.
   A. The note must be dated, must name the proxy, and must be signed by the participant, parent or caretaker.
   B. The proxy must bring the participant, parent or caretaker’s WIF to the WIC site.
   C. The proxy must provide identification to local agency (LA) staff.
   D. A proxy must be given no more than one-month of FIs for the participant unless otherwise determined by the LA and documented in WIC MIS “Family Comments”.
   E. The LA must retain the proxy note in the agency’s files and enter the proxy’s name in the “proxy” field in WIC MIS.

AUTHORITY:
7 CFR §246.2.
7 CFR §246.12.