

Subject: Designated Recipients of Food Benefits**Item: Designation of Caretaker**

PURPOSE:

To provide family representative with the option to send a representative when they are unable to come to the WIC site.

POLICY:**I. Caretaker**

- A. An individual designated by a participant or family representative to act on their behalf. LA staff must document caretaker names in the WIC Web Information System Exchange (WIC WISE).
 - 1. Can be the other parent or a non-parent without legal guardianship who regularly provides care of an infant or child.
 - 2. LA staff must check the box for Parent for infant and child participants when the parent is the designated caretaker.
- B. A designated caretaker can perform the following duties on behalf of the family representative:
 - 1. Complete initial certifications/recertifications for infant and child participants with existing families in WIC WISE.
 - 2. Complete mid-certifications for infant and child participants.
 - 3. Complete nutrition education contact requirements by phone, online, videoconference, or at the WIC site for all categories.
 - 4. Receive and redeem food benefits.
- C. Caretakers must:
 - 1. Bring proof of identity to all appointments. Refer to WPPM 270-20.
 - 2. Follow the Know Your Rights and Responsibilities form (*CDPH 4132*) signed at certification. Refer to WPPM 260-40.
 - 3. Have a knowledge of the nutrition, health, breastfeeding status (if applicable) and family history of the participant(s) in order to complete the WIC appointment.

AUTHORITY:

[7 CFR §246.7](#)

[7 CFR §246.12\(r\)](#)

CROSS REFERENCE:

[WPPM 270-20 Proof of Identity](#) [WPPM 260-40 Participants Rights and Responsibilities](#)