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-parental adult 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.
   2. Complete mid-certifications for all participants.
   3. Complete nutrition education contact requirements by phone, online, or at the WIC site.
   4. Sign to receive and redeem food benefits.
C. Caretakers must:
   1. Bring proof of identity to all appointments. Refer to eWPPM 270-20.
   2. Follow the Know Your Rights and Responsibilities form (CDPH 4132) signed at certification. Refer to eWPPM 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