



POLICY: Third parties may be authorized to pick up and/or shop with WIC FIs under certain circumstances.

PURPOSE: To allow limited use of a third party when the participant or authorized individual cannot pick up and/or shop with WIC FIs.

RELEVANT REGULATIONS: 7 CFR §246.12(r)—Issuance of food instruments and authorized supplemental foods

OREGON WIC PPM REFERENCES: ♦426—Record Retention Period
♦590—Program Integrity: Participant Abuse
♦610—Proof of Identity and Residency

DEFINITIONS: *Food Instrument (FI)* “Food instrument” or “FI” means a negotiable financial instrument by which WIC benefits are provided to participants. Food instruments can provide either specific amounts of WIC authorized foods or formulas or a fixed-dollar amount for participants to obtain WIC authorized fruits and vegetables (referred to as a “Cash Value Voucher” or “CVV”). Food instruments are usually referred to as “checks” or “vouchers.” Cash Value Vouchers may also be referred to as “Fruit and Vegetable Vouchers”

Proxy Third person (neither participants *nor* authorized individuals whose signature appears on the temporary ID card) temporarily authorized to pick up and/or shop with WIC FIs on behalf of the participant.

First authorized signer The participant, parent or caretaker who shows proof of identity at enrollment and signs the WIC ID card on the first line. The WIC ID card acts as proof of identity for this individual.

Second authorized signer The individual who has signed the WIC ID card on the second line with the permission of the first authorized signer. This individual may attend nutrition education appointments, bring in a child for certification appointments and spend WIC FIs using the WIC ID card, but the WIC ID card *does not* act as proof of identity for this person.

APPENDIX: 540.3 Appendix A Sample Temporary ID Card for a Proxy

PROXY SYSTEM, cont.

- PROCEDURE:**
- 1.0 There are special circumstances when the authorized signers are not able to pick up and/or shop with WIC FIs. In these cases, the first authorized signer may designate a proxy to pick up and/or shop with WIC FIs during an FI pick up or non-certification visit.
 - 2.0 Use of a designated proxy **does not** exempt a participant from other required clinic services. Medical follow-up, nutrition education, and counseling must be conducted with the participant, parent or caretaker (first or second authorized signers) as developed in the participant's care plan.
 - 3.0 Proxy authorization may be granted for one month only. If a situation exists in which proxy authorization is required for more than one month, the designated proxy must be reauthorized for each period, as outlined below. Instructions shall be given to the designated proxy at each visit.
 - 3.1 Proxy authorization may be granted by the state WIC Compliance Coordinator for longer periods of time without monthly reauthorization in the case of an infant or child disqualification due to the intentional misuse of WIC benefits by a caregiver.

Situations when proxy may be used

- 4.0 Examples of situations in which designated proxies may pick up and/or shop with FIs include, but are not limited to, the following:
 - 4.1 Participant is ill or infirm; e.g., a pregnant woman hospitalized after delivery;
 - 4.2 Participant is caring for a sick child or family member;
 - 4.3 Participant does not have access to transportation;
 - 4.4 Participant is an infant or child who has been disqualified based on caregiver intentional misuse of WIC benefits.
- 5.0 If circumstances apply, the local program shall inform participants, parents and caretakers that they may identify an individual who may pick up and/or shop with FIs in the event that the first and second authorized signer are unable to do so.

Choosing a second signer

- 5.1 Participants, parents or caretakers shall be encouraged to choose a second signer who will be available to pick up FIs or shop in order to limit the use of proxies. Second signers may also attend nutrition education appointments or bring in infant or child participants for certification appointments.
 - 5.1.1 In order to decrease the risk of lost FIs, program abuse, or fraud, individuals designated as proxies should be family members or close friends.

PROXY SYSTEM, cont.

Inform participants of proxy requirements

- 6.0 Local program staff shall inform participants, parents or caretakers (first signers) that the designated proxy must bring a note, the participant’s valid WIC ID card, and personal proof of identity to the local clinic. The note must include the following information:
 - 6.1 Reason for designating a proxy
 - 6.2 Date of request
 - 6.3 Signature of first signer
 - 6.4 Time period for temporary proxy designation

When proxies pick up FIs

- 7.0 When the designated proxy brings a signed note and WIC ID card to the local program to pick up FIs, local program staff shall first verify that the signature on the note matches that on the participant’s WIC ID card. Then:

Verification of proxy’s identity

- 7.1 Verify the identity of the proxy by checking their proof of identity. See ♦610 for more information.
- 7.2 Issue one month of FIs for the participant.
- 7.3 Have the designated proxy sign the FI stub for the participant’s FIs and write in “Proxy” after their signature.
- 7.4 Staple the proxy note to the FI stub.

When proxies shop with FIs

- 8.0 If the note authorizes the designated proxy to shop with the FIs, follow the steps in ¶7.0, then proceed with the following steps:
 - 8.1 Prepare a temporary WIC ID Card for the designated proxy and have her/him sign it on the first signature line. On the second signature line, write in the words “VALID THROUGH _____” (enter a date one month from the date of issuance). See Appendix A for a Sample Temporary ID card for a proxy.
 - 8.2 Instruct the designated proxy on the correct procedure for shopping with WIC FIs.
 - 8.3 Give the designated proxy the “WIC Food List” (form 57-1001) and “How to Shop Using WIC Vouchers” (form 57-1002).

Schedule participant for appointment

- 9.0 Make sure the participant is scheduled appropriately for their next appointment. Ask the proxy to communicate this appointment time to the participant, parent or caretaker. A mailed appointment notice may ensure that this communication has occurred.

Documentation

- 10.0 File the participant’s authorization note and signed FI stub either with the other FI stubs **or** in a proxy file if one is maintained. The minimum retention period should correspond to the retention period for the FI stub. See ♦426—Record Retention Period. ★

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