

3.12 Proxy Authorization

POLICY:

The Local Agency will permit a payee to designate up to two (2) proxies to receive and/or redeem food instruments and to attend certification and/or nutrition education appointments.

PROCEDURE:

A. Request for Proxy Form (WIC-02)

1. The form will be completed when a payee designates a proxy.
2. When the proxy is not present to sign the form, it will be given to the payee to obtain the proxy's signature.
3. If only one proxy is named, the line on the proxy form for a second proxy must be completed as "none named"
4. The payee will be instructed to return the form to the WIC clinic prior to the proxy performing the responsibilities of the payee.
5. The WIC clinic must have a completed form on file prior to entering proxy name(s) into the computer.

B. Retention of the Request for Proxy Form (WIC-02)

1. The form must be maintained in the participant's file for three (3) years and one-hundred fifty (150) days.
2. A new form must be completed when a payee changes or adds a proxy.
3. Should a payee desire to revoke a proxy or add a second proxy where none has been named before, the old proxy name or the notation "none named" on the old form must be clearly marked as "VOID" and placed in chronological order in the chart (**see Policy 1.05, Chart Organization**).

C. WIC Identification Folder (FD-10)

1. The folder will be completed with the printed proxy name and proxy signature (**see Policy 3.11, WIC Identification Folder**).
2. The proxy name cannot be placed on the folder prior to having a completed **Request for Proxy Form (WIC-02)** on file.
3. The folder will be marked as "None Named" when no proxy exists.

D. Instruction for the WIC Proxy

1. When the proxy is present for a certification appointment, WIC personnel will **verbally** instruct the WIC proxy during each certification appointment of the correct use of food

3.12

Proxy Authorization

instruments, the **WIC-Approved Food List (FD-09)** and the **WIC Identification Folder (FD-10)**.

2. WIC personnel will provide the form, **What is a Proxy? (WIC-14)**, as an instruction guide for the proxy to whomever is present.
3. If the proxy is not present for instruction, the payee will be instructed that it is the responsibility of the payee to inform the proxy of proper food instrument use. The payee will be supplied with **What is a Proxy? (WIC-14)** as an instruction guide.

E. Proxy Responsibilities

1. The proxy will have the **WIC Identification Folder (FD-10)** containing the proxy signature for food instrument issuance in the absence of the payee. The proxy must sign his/her name and date the first stub and initial the last stub upon issuance.
2. The proxy will have the **WIC Identification Folder (FD-10)** containing the proxy signature for food instrument redemption in the absence of the payee. The proxy must sign his/her name on the food instrument(s) in the signature block in the presence of the grocery store cashier.
3. In the absence of the payee, the proxy must provide the payee's income and residency information and child's medical/nutritional information during certification appointments.

REFERENCES:

1. WIC Regulations 246.12, Food Delivery Systems