

WHAT IS A PROXY?

A PROXY is a person who can take the place of a WIC participant/payee when the participant/payee cannot go to a WIC appointment or buy WIC foods.

A PROXY CAN:

- take children to WIC appointments
- attend nutrition classes
- pick up WIC drafts at the WIC clinic
- shop for WIC foods

A completed proxy form must be on file at the WIC office before the proxy can do any of the above things.

A PROXY MUST:

- sign a proxy form
- sign the WIC ID folder
- be familiar with the rules of the WIC Program

GOING TO WIC APPOINTMENTS

A Proxy **Must:**

- take medical forms, diet forms and income information to WIC
- have the diet forms completed
- take the child with an appointment to WIC
- take the WIC ID folder to the appointment
- have the child's height, weight and hemoglobin measured at WIC
- be able to discuss the child's eating habits with the WIC nutritionist
- sign for WIC drafts
- take the WIC ID folder and WIC drafts to the WIC participant

ATTENDING WIC NUTRITION CLASSES

A Proxy **Must:**

- take the WIC ID folder to the WIC office
- attend a nutrition class
- sign for WIC drafts
- take class handouts and WIC drafts to the WIC participant

BUYING WIC FOODS

A Proxy **Must:**

- shop for WIC foods
- take the WIC ID folder and WIC drafts to the store
- tell the clerk that you will buy the foods with WIC drafts
- use the WIC drafts the WIC participant wants you to use drafts
- check the valid dates on the WIC drafts
- sign each WIC draft after the price is entered on the draft
- buy only the foods listed on the WIC drafts
- take the WIC foods and ID folder to the WIC participant
- buy only the brands of foods listed on the WIC food list
- report problems that occur when spending the WIC drafts
- separate the WIC foods from other foods you are buying
- separate WIC foods by individual draft

Any inappropriate actions taken or abuses committed by a proxy can result in the termination of benefits and/or civil or criminal prosecution.



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