

**3.12 Parent/Guardian Two (2), Caretaker and Proxy Authorization**

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**POLICY:**

The Local Agency will permit the parent/guardian one (1) to authorize a parent/guardian two (2) and/or a caretaker to receive and/or redeem benefits and to attend certification and/or nutrition education appointments. The parent/guardian one (1) may designate up to two (2) proxies to receive and/or redeem benefits.

**PROCEDURE:**

**A. Parent/Guardian Two (2)**

1. The parent/guardian two (2) may be designated by the parent/guardian one (1). The parent/guardian two (2) must have custodial rights to the infant(s) and/or children in the record. However, proof of custodial rights is not required.
2. The parent/guardian two (2) will remain in the record until the parent/guardian one (1) requests removal from the record.
3. The parent/guardian two (2) may attend WIC appointments and/or nutrition education appointments with their infant(s) and/or children for the parent/guardian one (1). The parent/guardian two (2) may attend nutrition education appointments for the parent/guardian one (1).
4. WIC staff should verify any changes with the parent/guardian one (1) at each clinic visit.

**B. Caretaker**

1. The caretaker may be designated by the parent/guardian one (1).
2. The caretaker will remain in the record until the parent/guardian one (1) requests removal from the record.
3. The caretaker may attend WIC appointments and/or nutrition education for infant(s) and children in the record. The caretaker may attend nutrition education appointments for the parent/guardian one (1).
4. WIC staff should verify any changes with the parent/guardian one (1) at each clinic visit.

**C. Proxy(ies)**

1. Up to two (2) proxy(ies) may be designated by the parent/guardian one (1).
2. The proxy(ies) will remain in the record until the parent/guardian one (1)

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- requests removal from the record.
3. The proxy(ies) may redeem benefits **only**, including eWIC benefits and Farmers' Market vouchers.
4. WIC staff should verify any changes with the parent/guardian one (1) at each clinic visit.

**C. Instruction for the Parent/Guardian Two (2) and Caretaker**

1. When the parent/guardian two (2) or caretaker is present for a certification appointment, WIC personnel will **verbally** instruct during each certification appointment of the correct use of eWIC benefits, the **WIC-Approved Food List (FD-09)** and the **eWIC Benefit Card Holder (FD-11)**.
2. If the parent/guardian two (2) or the caretaker is not present for instruction, the parent/guardian one (1) will be instructed that it is their responsibility to inform the parent/guardian two (2) or the caretaker of proper eWIC benefit use.
3. Parent/Guardian Two (2) or caretaker will be responsible for reviewing and signing the **Participant Agreement (WIC-05)** when parent/guardian one (1) is not present.

**C. Parent/Guardian Two (2) and Caretaker Responsibilities**

1. In the absence of the parent/guardian one (1), the parent/guardian two (2) or caretaker must provide the parent/guardian one's income and residency information and child's medical/nutritional information during certification appointments.
2. In the absence of parent/guardian one (1), parent/guardian two (2) or caretaker will sign the **Participant Agreement (WIC-05)**. It is the responsibility of parent/guardian one (1), parent/guardian (2) and caretaker to be informed of proper WIC benefit use, participant rights and responsibilities.

**REFERENCES:**

1. WIC Regulations 246.12, Food Delivery Systems