Maine Center for Disease Control and Prevention
WIC Nutrition Program

Effective: October 1, 2012 Policy FD-6
Revised: October 1, 2018

Proxy Assignment

Authority

7 CFR § 246.12(r)(1)

Policy

1. The State Agency allows participants to designate up to two proxies.
2. Proxies may take the participant or authorized representative's place for purposes of redeeming food instruments (FIs), attending appointments for certification of minor participants, or attending appointments for counseling.

Procedures

1. A proxy is any person designated by a WIC authorized representative who is allowed to obtain and transact WIC food instruments, obtain supplemental foods on behalf of the participant, and/or attend appointments on behalf of the participant/authorized representative.
2. Participants/authorized representatives may:
   - 2.1. Designate a proxy to redeem food benefits
   - 2.2. Allow a proxy to act on behalf of the authorized representative at counseling and/or certification appointments
3. Local WIC Agency staff shall:
   - 3.1. Explain that the designated proxy(ies) must be a reliable person who can bring important health care information back to the authorized representative.
   - 3.2. Ensure the nutrition counseling and health referral components of the program are not compromised by the use of a proxy.
     - 3.2.1. Individuals who are chosen must be deemed able to reliably carry out all functions of a proxy.
     - 3.2.2. The use of a proxy may be denied if deemed inappropriate at the time of an appointment. Examples include but are not limited to:
       - 3.2.2.1. Cognitively challenged individuals
       - 3.2.2.2. A pregnant woman or mother of a child who has a teenager she wants to name as proxy
       - 3.2.2.3. Incarcerated individuals

3.2.2.4. Individuals who cannot reliably attend WIC appointments

4. The following steps must be taken when authorizing a proxy:

   4.1. If a proxy(ies) is designated at the first appointment, instruct the participant or authorized representative to have the proxy(ies) sign the WIC identification folder prior to the next WIC appointment. If the proxy(ies) has not signed the folder by the next appointment, WIC staff must "X" through the proxy signature line(s).

   4.2. If no proxy(ies) is designated at the first appointment, the participant must name a proxy(ies) by the second appointment.

   4.3. If no proxy(ies) is designated by the second appointment, WIC staff will "X" through the proxy signature line(s) on the ID folder and document that the client opts not to name a proxy in the general notes section of the participant file.

   4.4. Inform the participant or authorized representative that the only person(s) who can serve as proxy(ies) is/are the individual(s) named on ID folder and the proxy line(s) of the electronic record.

   4.5. If a new proxy is desired, the proxy line in the electronic record must be updated and the WIC folder replaced.

   4.6. Inform the participant or authorized representative that it is her/his responsibility to instruct the proxy(ies) on WIC food instrument redemption procedures as well as foods allowed on the current WIC food list.

5. The identity of a proxy must be verified before issuing WIC FIs. Valid forms of identification shall be requested (see CE-1 for acceptable forms of identification).

   5.1. The WIC Participant Booklet may not be used for proxy identification.