

PURPOSE: To allow an Authorized Person to designate alternative person(s) to authorize services for members of the authorized person's family, and/or to obtain or purchase WIC food benefits.

A. POLICY:

1. A proxy is a person designated by the WIC Authorized Person to obtain WIC services for members of the authorized person's family and/or to purchase WIC food benefits.
 - a. Up to two proxies may be designated to obtain WIC services for members of the authorized person's family.
 - b. Only one proxy may be designated at a time to obtain a Michigan WIC Bridge card for purchasing WIC food benefits.
2. The Authorized Person shall be informed of the right to a proxy and of the proxy responsibilities during the certification visit.
3. The Authorized Person is responsible for proper use of the food benefits, is liable for any resulting sanctions, and understands that WIC will be unable to replace any food benefits used improperly or not made available to the WIC client by the proxy.
4. Proxies may be designated by the Authorized Person:
 - At the time of certification.
 - Upon presentation of a letter signed and dated by the Authorized Person indicating the name of the individual designated as the proxy.
 - And shall be reviewed at each certification or whenever the Authorized Person desires to change proxy designations.
5. If no proxy is designated by the Authorized Person at certification, document in MI-WIC that a proxy was declined.
6. The local agency must inform an Authorized Person that the proxy must follow the instructions for using the Michigan WIC Bridge Card found on the Michigan WIC Bridge TIPS card, and that the Authorized Person is responsible for proper use of the WIC benefits.
7. Local agency staff may withhold privileges of the proxy who has misused WIC benefits.
8. A person presenting at a local agency as a proxy shall be asked to show identification to assure that he/she is the authorized proxy, prior to providing service including the issuance of benefits.
9. When a designated proxy comes to WIC to obtain benefits, up to three months benefits may be issued.

10. A separate Michigan WIC Bridge card shall be issued to the proxy designated to obtain WIC benefits.

Note: If a Michigan WIC Bridge card has not previously been issued to an authorized person when the proxy's Michigan WIC Bridge card is issued, a card shall be issued to the authorized person at the same time. The name of the authorized person shall be written on the back of the authorized person's Michigan WIC Bridge card and the card shall be given to the proxy to provide to the authorized person.

Reference:

Federal Regulations: 7 CFR 246.12(r)

Cross-reference:

8.06 Client Education on Using Food Benefits
8.09 Michigan WIC Bridge Card Issuance