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**Subject: Proxies and WIC Proxy Form**

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Effective Date: October 1, 2013

Revised from: October 1, 2010

**Policy:** When neither the caregiver nor the alternate caregiver is available, a caregiver can designate another person who has valid proof of identification as a proxy (See Policy: [CRT 04.00.00 Proof of Identity](#) for acceptable forms). The designated proxy can pick up and/or redeem one month's worth of WIC checks for the caregiver. Use of a proxy is limited to twice in a six month period.

If the caregiver indicates that they want a proxy to cash WIC checks at the grocery store, the Local Agency (LA) must temporarily make the proxy the alternate caregiver in KWIC and then print one month's worth of checks.

**Reference: CFR §246.12**

**Procedure:**

1. A [WIC Proxy Form](#) is completed by the caregiver and given to the designated proxy.
2. The designated proxy presents the completed WIC Proxy Form and proof of identification to the LA.
3. If the caregiver gives permission on the WIC Proxy Form for the designated person to pick up WIC checks:
  - a. The LA prints one month of WIC checks for the caregiver's family group.
  - b. The designated proxy signs the electronic signature pad for the checks.
  - c. Print off the Caregiver Signature for Checks Received page from KWIC.
  - d. Attach the completed WIC Proxy Form to the Caregiver Signature for Checks Received page and retain on file.
4. If the caregiver gives permission on the WIC Proxy Form for the designated proxy to redeem WIC checks at a grocery store:
  - a. The LA changes the alternate caregiver on the demographics screen in KWIC to the name of the proxy and prints one month of WIC checks for the caregiver's family group.
  - b. The designated proxy signs the electronic signature pad for the checks.
  - c. Print off the Caregiver Signature for Checks Received page from KWIC.
  - d. Attach the completed WIC Proxy Form to the Caregiver Signature for Checks Received page and retain on file.

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- e. After the checks have been printed for the month change the alternate caregiver on the demographics screen back to the original alternate caregiver.
5. Document the use of a proxy in the client's record in KWIC in the Notes screen.