

**Indiana WIC Program
Indiana State Department of Health**

Authorized Representative

Policy

An authorized representative may be the WIC client or their primary caretaker. A minor prenatal or postpartum woman may be an authorized representative for herself. A minor parent, including a father, may be an authorized representative for their own infant or child. All other authorized representatives must be 18 years of age or older.

Authority

7 CFR Part 246.2
7 CFR Part 246.7(c)
7 CFR Part 246.7(i)(10)
7 CFR Part 246.7(j)
7 CFR Part 246.12(r)

Procedure

- I. Persons claiming to be legal guardians, caretakers, foster parents or step parents may be requested, but cannot be required, to provide proof of custody.
- II. An adult applicant or client may have a parent or other adult as their authorized representative.
- III. The authorized representative must be physically present with identification at the initial establishment of the household and at the initial certification appointment for each new household member.
- IV. The name, date of birth and mailing address zip code of the authorized representative, known as the Authorized Representative 1, is stored on the household information screen of the INWIC. This information is linked to the eWIC card.

- V. Names of additional authorized representatives may be listed in each of the household's client information screens of the INWIC. These individuals are known as Authorized Representative 2's.
 - A. An authorized representative 2 is usually a parent, step parent, foster parent, guardian or caretaker of the minor client listed on the client information screen.
 - B. When multiple authorized representative 2's are being added within a household, the authorized representative 1 should be informed that an authorized representative 2 may complete certifications and will have access to benefits for all members in the household.
 - 1. When there is shared custody or blended households, a separate household may be set up for the minor client(s) involved. The INWIC is capable of searching by authorized representative 1 and will identify all households under an authorized representative 1.
 - 2. A separate eWIC card must be issued for each household.
- VI. For confidentiality purposes, when the Authorized Representative 1 of a minor client changes, a separate household may be established and the minor client transferred. A change of address may or may not accompany this change.
- VII. The authorized representative should be encouraged to attend all of the household's certification and nutrition education appointments and conduct the benefits transactions in the store.
- VIII. The authorized representative is responsible for the eWIC card and must be educated on its use. Education will include but is not limited to:
 - A. Setting and resetting the PIN for the eWIC card;
 - B. Protecting the PIN and limiting sharing of the PIN to the other authorized representative(s) and proxies for the household;
 - C. Determining available benefits on the household account;
 - D. Using the eWIC card in the store;
 - E. Bringing the eWIC card to all appointments;
 - F. Reporting and replacing a card that is lost, stolen, damaged or destroyed.

- IX. The authorized representative is responsible for educating the proxies listed in the proxy line on the household information screen of INWIC. Education will include but is not limited to:
- A. Client rights and obligations under the program. (The authorized representative will be held responsible for violations or misuse of the program by the proxy);
 - B. Protecting the PIN and limiting sharing of the PIN to the other authorized representative(s) and proxies for the household;
 - C. Determining available benefits on the household account;
 - D. Using the eWIC card in the store;
 - E. Bringing the eWIC card to all appointments;
 - F. Reporting and replacing a card that is lost, stolen, damaged or destroyed.
- X. The authorized representative is responsible for ensuring the proxy has all information needed to complete subsequent certifications, second contacts, package changes and benefit issuance in the clinic.