

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

**Proxy**

**Policy**

The authorized representative may designate up to two proxies for the household to act on their behalf. A proxy should be 18 years of age or older with an exception of a minor prenatal, breastfeeding or postpartum client who may serve as a proxy for their own household.

**Authority**

7 CFR Part 246.2 (Proxy)  
7 CFR Part 246.12(r)(1)(3)(4)

**Procedure**

- I. Proxy assignment by the Authorized Representative should take place in the clinic, not over the phone, and household information updated in INWIC.
- II. Proxies must provide identification at subsequent certification, second contact, food package changes or benefits issuance. The eWIC card does not serve as proof of identification for a proxy.
- III. A proxy may:
  - A. represent the authorized representative at subsequent certification and second NE contacts;
  - B. perform food package changes, including formula changes;
  - C. obtain a replacement eWIC card for the authorized representative; and
  - D. transact food benefit purchases.
- IV. A proxy should not PIN the eWIC card.