



## **Procedure: Responsible Party**

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: I2

Approval Date: 8/2013

Citation:

Revised Date:

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### **Purpose**

Specify who may be designated as a responsible party and the documentation required.

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### **WIC Program Definition of Minors**

A minor is defined as follows:

- ◆ Infants (birth up to one year of age)
- ◆ Children (up to five years of age)

Categorically eligible youth who are not emancipated and are under the age of 19.

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### **Definition of Primary (1<sup>st</sup>) Responsible Party For WIC Enrollment**

A Primary (1st) Responsible Party is the individual who may apply for program benefits for themselves, their spouse or significant other, or on behalf of a minor. A Primary (1st) Responsible Party must meet one of the following requirements:

- ◆ a parent who has custody of their children
  - ◆ or a step-parent who is married to the custodial parent
  - ◆ or other adult who has primary responsibility for the care of the child. Examples: foster parents, relative or other adult child has been placed with for care.
  - ◆ a caregiver that is living in the same house as the person they are enrolling in the Program.
  - ◆ a pregnant, postpartum or breastfeeding teenager if enrolling themselves.
  - ◆ the spouse or significant other of a woman enrolled in the program (they may be a primary responsible party when a woman is on bedrest.)
  - ◆ Foster parents of children placed in their care by the state.
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### **Who CANNOT Enroll Minors**

The following people cannot enroll a minor in the WIC program:

- ◆ A minor cannot enroll another minor, with the exception of teenagers
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**Who CANNOT Enroll Minors (cont.)**

- ◆ under the age of 19 who have a child of their own. They may enroll their child.
- ◆ Babysitters, boyfriends, relatives, non-custodial parents who have not been designated as a Secondary Responsible Party for the family.

**Children Left in the Care of Others**

Friends, including boyfriends or relatives who have suddenly been left with minors in their care and have no legal guardianship would need to submit a statement describing the situation. Staff should document using the No Proof Box on the Signature Form. See example.

NO PROOF	
<input type="checkbox"/> Res	<input checked="" type="checkbox"/> ID
Reason: <i>Mom in jail - child left with aunt</i>	
Client Initials	<i>AA</i>

**Primary (1st) Responsible Party Documentation**

Each Primary (1st) Responsible Party signs the signature form at the time of application for the program. At this time they also indicate their relationship to the person being enrolled. See the sample below.

RELATIONSHIP TO APPLICANT (Check One)					
SIGNATURE	Self	Guardian/ Custodial Parent	Foster Parent	Other	Date
<i>Amanda Johnson</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>3/20/09</i>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Responsibilities Of A Person Designated as a Primary (1st) Responsible Party**

Any person who signs the Certification Signature Form at the initial application is the person who assumes responsibility to meet program obligations, as stated in the Client Rights & Responsibilities and the Dual Participation and WIC Fraud areas of the form.

That person is to be listed as the Primary (1st) Responsible Party in the designated space on the computer screen.

The Primary (1<sup>st</sup>) Responsible Party may:

- Enroll & recertify all members of the family
- Designate and change Responsible Parties (primary and secondary)
- Change Alternate Shoppers/Check Proxies
- Have checks mailed to their address

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**Responsibilities Of A  
Person Designated as a  
Primary (1st)  
Responsible Party (cont)**

- Must live in Nebraska
- Must live with the minor they are enrolling
- Pick up all family members checks & use at the store.

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**Designation of a  
Secondary Responsible  
Party**

The parent enrolling a minor may, if they choose list another adult as a Secondary Responsible Party for the family using the WIC Authorization Form. A Secondary Responsible Party may be designated and/or changed at any time by the Primary (1<sup>st</sup>) Responsible Party for that family.

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**Secondary Responsible  
Party Documentation**

The secondary responsible party designation is made using the WIC Authorization Form. The name if the designated secondary responsible party must be entered into the appropriate field in the computer system.

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**Responsibilities of a  
Secondary Responsible  
Party**

Secondary Responsible Parties may:

- Recertify any member of the family already enrolled in the Program.
- Pick up all members of the family's checks at the clinic and use them at the store.
- Live anywhere. They do not need to live in the same household as the primary (1<sup>st</sup>) Responsible Party. They do not need to live in Nebraska

A Secondary Responsible Party cannot:

- Change the Responsible Parties for the family.
  - Have checks mailed to their address.
  - Change Alternate Shoppers/Check Proxies for the family.
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