
Purpose To describe the policy for designation of a proxy for the purpose of enrollment of a minor.

Overview The Nebraska WIC Program recognizes the need to allow clients who cannot bring their children to WIC clinic for enrollment because of special circumstances to designate another adult to do this for them. Examples of some special circumstances are: school attendance, clients who work and the clinic does not have evening hours, or illness of guardian or other child in the family.

Guardians/authorized representatives may designate another person, (19 years of age or older), to bring their child to WIC clinic for enrollment.

Designation of Enrollment Proxy The Nebraska WIC Enrollment Proxy Authorization Card should be completed by the guardian/authorized representative. They should designate one person, over 19 years old, as their enrollment proxy and sign and date the card. The completed card should be placed on the inside cover of the file under the Check Proxy Consent Card.

Length of Time Proxy is Valid This proxy is valid for all minors in the family. The enrollment proxy designation is valid until the guardian/responsible party requests that it is no longer valid.

Completion of Certification by Enrollment Proxy It is the responsibility of the authorized representative to provide the enrollment proxy with all of the necessary information needed for enrollment. This information includes:

For all participants: Proof of residency and income for the applicant.
Children: 24 hr. diet recall, medical history information, birth certificate or other ID if child is being seen for the first time.
Infants: Birth weight, and birth length signed by a hospital CPA, and type of infant feeding.

The enrollment proxy must show ID according to procedures. Responsible parties may be encouraged to also bring or send in immunization records.

**Provision
of Education to
Enrollment Proxy**

It is the guardian/authorized representative's responsibility to obtain any education information received by the enrollment proxy.

The guardian/authorized representative must attend at least one education visit during a certification period.

Exceptions to this rule would be medical conditions which prevent the responsible party from coming to clinic (bed rest), working parent or students. The reason for this exception should be documented in the participant's file.

**Check Pickup
by Enrollment
Proxy**

The enrollment proxy is only allowed to pick up checks at the time of enrollment. To designate a proxy for check pickup at other times use the WIC Check Card Proxy Card. See Volume III, Section D, for more information.

**Spanish Enrollment
Proxy Card**

The Spanish translation is found on the back of the Enrollment Proxy Card.

**Enrollment Proxy
Card**

NEBRASKA WIC ENROLLMENT PROXY AUTHORIZATION

In the event I am unable to bring my child(ren) for enrollment I authorize _____ to enroll my child(ren) in WIC and pick up WIC checks at that visit for me. I understand that I take full responsibility for the actions of my proxy. I will send my WIC I.D. folder with my proxy when I allow him/her to bring my child(ren) for enrollment.

Signature of Responsible Party

Date

**THIS AUTHORIZATION IS VALID UNTIL THE RESPONSIBLE
PARTY REQUESTS THAT IT BE MADE INVALID.**

WIC is an equal opportunity provider
