



Procedure: Authorized Representative

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: I 2

Approval Date: 6/2015

Citation:

Revised Date: 8/2016

Purpose

Specify who may be designated as an authorized representative and the documentation required.

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 Authorized Representative for WIC Enrollment

An Authorized Representative is the individual who may apply for program benefits for themselves, their spouse or significant other, or on behalf of a minor. An Authorized Representative 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 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 authorized representative when a woman is on bed rest.)
 - ◆ 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 under the age of 19 who have a child of their own. They may enroll their child.

Who CANNOT Enroll Minors (cont.)

- ◆ Babysitters, boyfriends, relatives, non-custodial parents who have not been designated as a additional Authorized representative for the family.
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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 Affidavit option in Journey. See example.



*Proof Of Identity: Affidavit
*ID Affidavit Reason: Other (\$/R/ID)
*Physically Present: Yes

Responsibilities of a Person Designated as an Authorized Representative

Any person who designated as a Authorized Representative is the person who assumes responsibility to meet program obligations, as stated in the Client Rights & Responsibilities. That person is listed as the Authorized Representative in the designated space on the Family panel of Journey.

An Authorized representative may:

- Enroll & recertify all members of the family
 - Designate and change Responsible Parties
 - Change check proxies
 - Have checks mailed to their address
 - Must live in Nebraska
 - Must live with the minor they are enrolling
 - Pick up all family members checks & use at the store as often as needed.
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Designation of an Additional Authorized Representative

The Authorized Representative may designate another adult to enroll any family members in WIC. An additional authorized representative does not need to live with the family and does not need to be family member. An additional authorized representative may be designated and/or changed at any time by the primary Authorized Representative for that family.

Responsibilities of an Additional Authorized Representative

Additional Authorized Representatives 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 family. They do not need to live in Nebraska

Additional Authorized Representatives cannot:

- Change the Responsible Parties for the family.
 - Have checks mailed to their address.
 - Change Proxies for the family.
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