

**Subject: Designated Recipients of Food Benefits****Item: Family Representative**

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**PURPOSE:**

To define who is the family representative and the roles and responsibilities.

**POLICY:****I. Family Representative**

A. The individual who applies for WIC benefits and receives the California WIC Card assigned in the WIC Web Information System Exchange (WIC WISE). This can be:

1. The individual as a pregnant or postpartum applicant. Another individual cannot be the family representative in a family with a Pregnant or Postpartum category participant.
2. The natural, adoptive, or foster parent applying on behalf of the infant or child.
3. A non-parental adult who has temporary or permanent legal guardianship, or who is caring for the infant or child in cases of abandonment, incarceration, or incapacitation of the parents.
  - a. Documentation of temporary or permanent guardianship is required either at time of certification or within 30 days. Local agency (LA) staff must document in WIC WISE "Notes".
  - b. In situations where there is no documentation and requiring documentation would present a barrier to participation, LA staff must document in WIC WISE "Notes".

B. The family representative can perform all WIC-related requirements on behalf of themselves, infants, and children participants. Refer to WPPM 1000-130.

C. The family representative must provide proof of identity at all appointments. Refer to WPPM 270-20.

**II. Custody**

A. Legal documentation of parental proof is not required unless custodial rights between parents are in question. WIC services are provided to the parent that applies first and is determined eligible.

B. When custody is in question, custodial proof and documentation of temporary or permanent custody includes but is not limited to:

1. Records that prove a higher percentage of custody for the parent or guardian disputing custodial rights.

# CERTIFICATION

WPPM #290-00

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2. Documentation from other state or federal public assistance programs confirming the individual applying to WIC on behalf of the infant or child is the recipient of benefits on the infant/child's behalf.

**CROSS REFERENCE:**

[WPPM 270-20 Proof of Identity](#)

[WPPM 1000-130 Family Representative and Caretaker Job Aid](#)