

Understanding Roles in WIC

This table defines role in WIC (Head of Household/Second Parent/Caretaker/Proxy/Designated Shopper) and outlines their responsibilities when it comes to attending WIC appointments, obtaining EBT cards and ID cards. Please refer to the Illinois WIC Policy and Procedure Manual for additional guidance and expectations.

Role	Definition	WIC Appointments to Attend	Issuance of EBT Card	Issuance of WIC ID Card
Head of Household (HOH)	<p>...the person responsible for attending WIC appointments, participating in nutrition education, redeeming WIC benefits and is considered the primary WIC EBT cardholder. (SFD 2.1.A)</p> <p>WIC Head of Household Assignment</p> <ul style="list-style-type: none"> • Pregnant or Breastfeeding/Non-Breastfeeding Postpartum Woman - The woman will serve as the Head of Household. • Child or Infant - The child or infant must be added under the enrolling parent, guardian or caretaker with whom he or she resides the majority of the time. • Foster Children – A family unit of one and added under the assigned foster parent, who will be entered in the WIC MIS as the Head of Household. <ul style="list-style-type: none"> ○ A foster parent with multiple foster children will be the head of household for each child ○ Each child will have their own individual EBT card (SFD 2.1.B) <p>HOH would not change with each re-certification unless a change in the above has occurred-see Second Parent for documenting other parent in the MIS.</p>	All	Initial and Replacement	Initial and Replacement
Second Parent	The other parent may be marked in the WIC MIS as a “Second Parent” on the Participant Information screen allowing that parent to bring the child to subsequent visits. (CS 1.1.D)	All	Replacement	Replacement
Caretaker	<p>For WIC purposes a caretaker is an individual who does not have legal guardianship, but the child lives with them and they have financial and medical responsibility for the child. (CS 4.2.B)</p> <p>Caretaker is the HOH.</p>	All	Initial and Replacement	Initial and Replacement
Proxy	<p>Any person designated by a woman participant, or by a parent or caretaker of an infant or child participant, to obtain and transact supplemental foods on behalf of a participant. §246.12(r)(1). Parents or caretakers applying on behalf of child and infant participants are not proxies.</p> <p>1 proxy is allowed.</p>	<p>Mid-certification and secondary nutrition education sessions only.</p> <p>Proxy can attend mid-certification if they are able to respond to all the assessment questions, if not, 1 month of benefits may be provided and appointment rescheduled with HOH.</p>	Replacement	Replacement
Designated Shopper	Any person, including the proxy the HOH allows access to both the WICEBT card and the PIN number. (SFD 2.2.A)	None	None	None