## PROXY STATEMENT

A Proxy Statement is used to allow a food outlet to serve homebound or working clients and persons with disabilities. Proxy Statement forms are available in English, Spanish and Burmese.

When a proxy is used:

* A Proxy Statement shall be properly completed by the client designating the presenter as the client’s proxy.
* By completing a Proxy Statement, a client attests to income eligibility.
* A proxy shall be required to provide ID to prove they are the person designated as proxy to receive food products for the client.
* A proxy shall provide name, address, and household size of the recipient when requesting food.
* A Proxy Statement or note shall be attached to the recipients Eligibility Certificate. A note may only be used if a client has a valid Proxy Statement, with current income guidelines, on file.
* When a recipient has designated a temporary proxy, a Proxy Statement or note shall be presented for each issuance of food. When a recipient has designated a permanent proxy, no additional Proxy Statement nor note shall be required.
* A new Proxy Statement shall be completed if any household information changes, if the Proxy Statement form has changed, or annually, whichever occurs first.

It should be considered that some clients may not be able to read or write. Outlet staff and volunteers shall be prepared to assist clients by helping to properly complete forms and by explaining criteria.

ERAs have discretion to specify that pantries within their service area shall use only new Proxy Statements at each visit or to allow the use of handwritten notes between annual Proxy Statements when a proxy is designated as temporary