



CHAPTER 7: FOOD DELIVERY

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OVERVIEW

This chapter describes the different types of supplemental food packages available for issuing to participants. Supplemental Foods are defined as those foods containing nutrients determined by nutritional research to be lacking in the diets of pregnant, breastfeeding, and postpartum women, infants, and children, as found in the Child Nutrition and WIC Reauthorization Act of 2004.

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SECTION A: FOOD PACKAGES

OVERVIEW

The Idaho WIC Program authorizes food packages based on federal requirements and the nutritional needs of the participant. Food packages are available by category of participant with the federal maximum quantity allowed. Multiple food packages are available for each participant category. An individual participant may be issued a tailored food package based on further nutrition assessment and nutrition risk.

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APPROVED FOODS

DEFINITION

WIC has specific requirements for the supplemental foods it allows. These foods are determined at the federal level with some of the options being left up to the states to decide.

POLICY

Criteria for approving products for inclusion in the Idaho WIC Authorized Food List are based on federal regulations, State agency requirements, cost, nutritional value, and cultural/participant acceptability.

The Idaho WIC Program Food Selection Committee determines all aspects of the Idaho Authorized Food List per the Food Authorization Procedure and based on the criteria found in this policy.

- WIC food products shall meet all federal requirements governing the WIC food package to be considered for approval through the Idaho WIC Program.
- WIC food products shall be widely available throughout the state.
- WIC food products shall have been available in retail stores in Idaho for six months prior to request for approval.
- In addition to the criteria specified in this policy, the Idaho WIC Food Selection Committee reserves the right to restrict the number of brands and types of products in order to contain costs and/or minimize confusion on the part of participants and vendors.
- Idaho WIC also reserves the right to disallow food category substitutions offered to participants in order to contain costs following the criteria in FNS Instruction 804-1 WIC Program – Food Package Design: Administrative Adjustments and Nutrition Tailoring.
- WIC food product composition and marketing approach must be consistent with the promotion of good nutrition and education.

FORMULA

Federal Standards Infant Formula

All authorized infant formulas must:

- Meet the definition for an infant formula in section 201(z) of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 321(z)) and meet the requirements for an infant formula under section 412 of the Federal Food, Drug and Cosmetic Act, as amended (21 U.S.C. 350a) and the regulations at 21 CFR parts 106 and 10.
- Be designed for enteral digestion via an oral or tube feeding.
- Provide at least 10 mg iron per liter (at least 1.5mg iron/100 kilocalories) at standard dilution.
- Provide at least 67 kilocalories per 100 milliliters (approximately 20 kilocalories per fluid ounce) at standard dilution.
- Not require the addition of any ingredients other than water prior to being served in a liquid state.

Exempt Infant Formula

All authorized exempt infant formulas must:

- Meet the definition and requirements for an exempt infant formula under section 412(h) of the Federal Food, Drug, and Cosmetic Act as amended (21 U.S.C. 350a(h)) and the regulations at 21 CFR parts 106 and 107.
- Be designed for enteral digestion via an oral or tube feeding.

WIC-eligible Nutritional

- Certain enteral products that are specifically formulated to provide nutritional support for individuals with a qualifying condition, when the use of conventional foods is precluded, restricted, or inadequate.
- Must serve the purpose of a food, meal or diet (may be nutritionally complete or incomplete) and provide a source of calories and one or more nutrients.
- Must be designed for enteral digestion via an oral or tube feeding.
- May not be a conventional food, drug, flavoring, or enzyme.

State Standards

- Must be part of the State formulary. See the *Formula Handbook*.

MILK AND MILK ALTERNATIVES

Cow's Milk

Federal Standards

- Must conform to FDA standard of identity for whole, reduced fat, lowfat, or nonfat milks.
- Must be pasteurized and contain at least 400 IU of vitamin D per quart (100 IU per cup) and 2000 IU of vitamin A per quart (500 IU per cup) following FDA fortification standards.
- May be flavored or unflavored, fluid, shelf stable, evaporated, or dry.
- Dry whole & non-fat milk must conform to FDA standard of identity for dry milk.
- Cultured milks (buttermilk, acidophilus) must conform to FDA standard of identity for cultured milk.
- Acidified milk (acidified kefir milk, acidified acidophilus milk, acidified buttermilk) must conform to FDA standard of identity for acidified milk.
- Whole milk is the standard milk for issuance to 1 year old children (12 through 23 months). Fat reduced milks may be substituted for whole milk as determined appropriate by the healthcare provider and with CPA approval.
- Low-fat 1 % or fatfree/skim are the standard milk for issuance to children 2 years of age and older, and for women (pregnant, postpartum, and breastfeeding). Whole or reduced fat 2% milk may be substituted for low-fat (1%) or non-fat milk as determined appropriate by healthcare provider.

State Standards

- All fluid milk products (fat free skim or non-fat milk, low fat ½% and 1%, reduced fat, and whole) must be purchased in gallon size containers unless otherwise stated on the WIC voucher.
- Non-fat dry powdered, canned evaporated, acidophilus and lactose free milk is authorized, but must be specified on the WIC voucher.
- RD approval and documentation is required prior to issuing acidophilus, lactose reduced, lactose free, or 2% milk for women and children.
- Fat-reduced milks are not allowed for children up to age 1 year.
- Organic, flavored, sweetened condensed, ultra pasteurized, and UHT milks are not allowed.
- Flavored or sweetened cow's milk is not allowed.

Goat's Milk**Federal Standards**

- Must be pasteurized and contain at least 400 IU of vitamin D per quart (100 IU per cup) and 2000 IU of vitamin A per quart (500 IU per cup), following FDA fortification standards.
- May be flavored or unflavored. May be fluid, shelf stable, evaporated, or dry.

State Standards

- Goat's milk must be specified on the WIC voucher.
- Powdered goat's milk is not allowed.
- RD approval and documentation is required prior to issuing goat's milk.

CHEESE**Federal Standards**

- Domestic cheese made from 100% pasteurized cow's milk
- Must conform to FDA standard of identity 21 CFR part (133)
- Monterey jack, colby, natural cheddar, Swiss, brick, muenster, provolone, part-skim or whole mozzarella, pasteurized processed American, or blends of any of these cheeses are WIC-eligible.
- Cheeses that are labeled low, free, reduced, less or light in the nutrients of sodium, fat, or cholesterol are WIC-eligible.

State Standards

- Only types of cheese that appear on the current Idaho Authorized Food List are authorized.
- Natural, regular, or lowfat block cheese, unsliced, vacuum-packed in a 16 ounce (one pound) package is approved unless otherwise printed on the check. Only 16 ounce multi-stick bag of mozzarella string cheese is authorized.
- Shredded, grated, cubed, organic, extra sharp or white cheddar, flavored, added ingredients, or cheese purchased at the deli are not allowed.
- Cream cheese, cottage cheese, Velveeta™, cheese food, spreads, or cheese products are not allowed.

YOGURT**Federal Standards**

- Must be pasteurized and conform to FDA standard of identity, whole (21 CFR 131.200), low-fat (21 CFR 131.203) or non-fat (21 CFR 131.206).
- Must contain no more than 40 g of total sugars per 1 cup yogurt.
- May be plain or flavored.
- Yogurts sold with accompanying mix-in ingredients such as granola, candy pieces, honey, nuts and similar ingredients are not authorized. Drinkable yogurts are not authorized.
- Yogurts fortified with vitamin A and other nutrients are allowed at the SA's option.

State Standards

- Only the brands and flavors of yogurt in 32 oz containers that appear on the current Idaho Authorized Food List are authorized.
- Must contain no more than 35 g of total sugars per 1 cup yogurt.
- Yogurts that contain no artificial dyes or sweeteners will be given preference.

TOFU**Federal Standards**

- Calcium-set tofu prepared with only calcium salts (e.g. calcium sulfate). Must be calcium-set (contain calcium salts, but may also contain other coagulants (magnesium chloride).
- May not contain added fats, sugars, oils, or sodium.
- Calcium-set tofu may be substituted for milk at the rate of one pound of tofu per one quart of milk.

State Standard

- Tofu is not currently an allowed Idaho WIC food.

SOY-BASED BEVERAGE**Federal Standards**

- Must be fortified to meet the following nutrient levels: 276 mg calcium per cup, 8 g protein per cup, 500 IU vitamin A per cup, 100 IU vitamin D per cup, 24 mg magnesium per cup, 222 mg phosphorus per cup, 349 mg potassium per cup, 0.44 mg riboflavin per cup, and 1.1 mcg vitamin B12 per cup, in accordance with fortification guidelines issued by FDA.
- May be flavored or unflavored.

State Standards

- Only types and brands of soy-based beverages that appear on the food voucher are authorized.
- Soy-based beverage must be specified on the WIC voucher.
- RD approval and documentation is required prior to issuing a soy-based beverage to a child.
- Soy-based beverages are not currently allowed for women.

JUICE**Federal Standards**

- Must conform to FDA standard of identity for fruit juice (21 CFR part 146) and vegetable juice (21 CFR part 156) as appropriate.
- Must be pasteurized 100% unsweetened juice.
- Must contain a minimum of 30 milligrams of vitamin C per 100 milliliters of juice.
- Juices fortified with other nutrients may be allowed at the state agency's option.
- Juice may be fresh, from concentrate, frozen, canned or shelf-stable.
- Vegetable juice may be regular or lower in sodium.
- Blends of authorized juices are allowed.

State Standards

- Only brands and types of juice that appear on the current Idaho Authorized Food List are authorized.
- Any brand of 100% orange juice in allotted container sizes is authorized.
- Calcium/vitamin D fortified orange juice is authorized to accommodate participants whose diets may be low in these nutrients as a result of a complete nutrition assessment, which is conducted at the certification appointment.
- Juice is authorized in 64 ounce plastic containers or 11.5-12 ounce frozen cans.
- Country style (extra pulp), pulp free, or reduced/low acid orange juice is authorized.
- Juice cocktails or artificially sweetened juices are not allowed to decrease participant and vendor confusion.

EGGS

Federal Standards

- Fresh shell domestic hens' eggs or dried eggs mix or pasteurized liquid whole eggs. Must conform to standard of identity. Hard boiled eggs, where readily available for purchase in small quantities, may be provided for homeless participants.

State Standards

- One-dozen carton, any size except extra large or jumbo white eggs are authorized.
- Specialty eggs or nutrient enhanced (omega 3/vitamin E), Egglard's Best™, Nature's Nest™, egg substitutes, brown, organic, or dried egg mix are not allowed.

BREAKFAST CEREAL

Federal Standards

- Hot or cold cereal that contains a minimum of 28 milligrams of iron per 100 grams of dry cereal and not more than 21.2 grams of sucrose and other sugars per 100 grams of dry cereal (6 grams per ounce) is authorized.
- At least half of the cereals authorized must have whole grain as the primary ingredient by weight and meet labeling requirements for making a health claim as a "whole grain food with moderate fat content."
- Infant cereal may be substituted for adult cereal at a rate of 32 dry ounces of infant cereal to 36 dry ounces of adult cereal. A medical prescription showing the need for increased iron, finer texture for swallowing, or other reason must be documented.

State Standards

- Only brands and types of cereal that appear on the current Idaho Authorized Food List are authorized.
- Idaho WIC reserves the right to determine the number and brands of cereal which include at least one hot cereal and at least one cereal from each grain group. Grain groups are defined as corn, wheat, oat, rice, or multi-grain.
- Cereals that contain greater than or equal to 200 micrograms or 50% Recommended Dietary Intake (RDI) of folic acid, greater than or equal to 2 grams of fiber per serving, contain no partially-hydrogenated fat/trans fat, contain less than 325 milligrams per dry ounce of sodium, contain no artificial dyes or sweeteners, and are made from whole grains will be given preference for their higher nutritional standards.
- Culturally acceptable cereals, cereals targeting specific ethnic groups, or cereals more suitable for children shall be considered.
- The minimum package size authorized is 11.8 ounces for hot and 12 ounces for cold.

FRUITS AND VEGETABLES

Federal Standards

- Any variety of fresh whole or cut fruit without added sugars
- Any variety of fresh whole or cut vegetable without added sugars, fats, or oils (orange yams and sweet potatoes are allowed)
- Any variety of canned fruits that conform to standard of identity; including applesauce, juice pack or water pack without added sugars, fats, oils, or salt. The fruit must be listed as the first ingredient.
- Any variety of frozen fruits without added sugars, fats, oils, or salt.
- Any variety of canned or frozen vegetables that conform to FDA standard of identity without added sugars, fats, or oils. May be regular or lower in sodium. Vegetable must be listed as the first ingredient.
- Any type of dried fruits or dried vegetables without added sugars, fats, oils, or salt (sodium).
- Any type of immature beans, peas, or lentils, fresh or in canned forms.
- Any type of frozen beans (immature or mature) may be purchased with the CVV. Beans

purchased with the CVV may contain added vegetables and fruits, but may not contain added sugars, fats, oils, or meat as purchased. Canned beans, peas, or lentils may be regular or lower in sodium content.

- Organic forms of WIC-eligible fruits and vegetables are allowed.
- Herbs or spices; edible blossoms and flowers, e.g., squash blossoms (broccoli, cauliflower, and artichokes are allowed) are not authorized.
- Creamed or sauced vegetables; vegetable-grain (pasta or rice) mixtures; fruit-nut mixtures; breaded vegetables; fruits and vegetables for purchase on salad bars; peanuts; ornamental and decorative fruits and vegetables (painted pumpkins, garlic on a string); fruit baskets and party vegetable trays; and baked items (blueberry muffins) are not authorized.

State Standards

- Only physical forms listed on current Idaho Authorized Food List are authorized.
- Organic fruits and vegetables are authorized for purchased with Cash Value Vouchers.
- Participants may pay the difference if the total purchase price for the Cash Value Voucher goes over the amount specified on the CVV.

WHOLE GRAINS

Federal Standards

- Whole wheat bread must conform to FDA standard of identity. “Whole wheat flour” and/or “bromated whole wheat flour” must be the only flours listed in the ingredient list.
Or
- Whole grain bread must conform to FDA standard of identity.
And
- Whole grain must be the primary ingredient by weight in all whole grain bread products.
And
- Whole grain bread must meet labeling requirements for making a health claim as a “whole grain food with moderate fat content.”
- Brown rice, bulgur (cracked wheat), oats, and whole-grain barley without added sugars, fats, oils, or salt (sodium). May be instant, quick, or regular cooking.
- Soft corn or whole wheat tortillas are authorized. Soft corn tortillas made from ground masa flour (corn flour) using traditional processing methods are eligible. “Whole wheat flour” and/or “bromated whole wheat flour” must be the only flours listed in the ingredient list.
- Whole wheat macaroni (pasta) products must conform to FDA standard of identity and have no added sugars, fats, oils, or salt. “Whole wheat flour” and/or “whole durum wheat flour” must be the only flours listed in the ingredient list.

State Standards

- Only brands and types of whole grains that appear on the current Idaho Authorized Food List are authorized.
- Any brand of 100% whole wheat bread in 16 ounce (1 pound) loaf that meets federal nutrition requirements will be allowable on the Idaho Authorized Food List. Bread must state “100% whole wheat” on the label and “whole wheat flour” and/or “bromated whole wheat flour” must be the only flours listed in the ingredient list.
- 100% whole wheat macaroni (pasta) products in 12-16 ounce package size that appear in the Idaho Authorized Food List.
- Bulgur (cracked wheat) and whole-grain barley are not currently allowed. Oatmeal is not allowed as a whole grain substitute.

CANNED FISH

Federal Standards

- Light tuna and salmon must conform to FDA standard of identity.
- Sardines, mackerel, and jack mackerel are allowed.
- May be packed in water or oil. Pack may include bones or skin.

- May be regular or lower in sodium.
- May contain added sauces and flavorings (tomato sauce, mustard, lemon).

State Standards

- Any brand chunk light tuna or pink salmon packed in water or oil is authorized.
- Only 5 or 6 to 6½ ounce cans are authorized.
- Atlantic and wild Alaskan red salmon are not allowed.
- Added sauces and flavorings are not allowed.
- Low sodium, dietetic, smoked, and pouches are not allowed.

MATURE LEGUMES

Federal Standards

- Any type of mature dry beans, peas, or lentils in dry-packaged or canned forms, including but not limited to black, black-eyed peas, garbanzo (chickpeas), great northern, kidney, mature lima “butter beans”), white (navy and pea), pinto, soybeans/edamame, fava and mung, refried, split peas, and lentils are authorized.
- All categories exclude soups.
- May not contain added sugars, fats, oils or meat as purchased.
- May be dry or canned.
- Canned legumes may be regular or lower in sodium.
- Baked beans without any added meat may be provided for participants with limited cooking facilities.

State Standards

- Only brands and types of beans that appear on the current Idaho Authorized Food List are authorized.
- Only one pound (16 ounce) package or bulk dry beans are authorized.

PEANUT BUTTER

Federal Standards

- Must conform to FDA standard of identity for peanut butter or reduced fat peanut butter.
- Creamy, chunky, regular or reduced fat, salted or unsalted forms are authorized.
- Added marshmallows, honey, jelly, chocolate or similar ingredients are not authorized.

State Standards

- Any commercially prepared brands of peanut butter, including creamy, crunchy, and extra crunchy are authorized.
- Peanut butter may be substituted for dry beans at a rate of 18 ounces of peanut butter for one pound dry beans.
- Only 16 to 18 ounce containers are authorized.
- Fortified, low sodium, gourmet, reduced fat, added honey roasted, added honey, other added ingredients not listed, and low carbohydrate diet peanut butters are not allowed.

INFANT FOODS

Federal Standards

- Infant cereal must contain a minimum of 45 milligrams of iron per 100 grams of dry cereal.
- Infant fruits and/or vegetables: any variety of single ingredient commercial infant food without added sugars, starches, or salt (sodium). Texture may range from strained through diced. The fruit and/or vegetable must be listed as the first ingredient.
- Combination of single ingredient fruit is authorized (e.g., apple and banana).
- Combination of single ingredient vegetable is authorized (e.g., peas and carrots).
- Fresh banana may be substituted.
- Infant meat (only for infants of fully breastfeeding women): any variety of commercial infant food

meat or poultry, as a single major ingredient, with added broth or gravy. Added sugars or salt (sodium) are not allowed. Texture may range from pureed through diced.

- Infant food combinations with meat, pasta, cereal, dinners, or desserts are not allowed.

State Standards

- Only brand, varieties, and sizes listed on Idaho Authorized Food List are authorized.
- Organic, added DHA/ARA, added specialty ingredients, or specialty infant foods are not allowed.
- Fresh bananas are not currently allowed.

REFERENCES

Public Law 108-265; WIC Reauthorization Act of 2004
7 CFR 246 FNS Special Supplemental Nutrition Program for Women, Infants and Children (WIC):
Revisions in the WIC Food Packages; Final Rule, March 4, 2014
ASM 99-105
ASM 99-112

ALLOWED SUBSTITUTIONS

POLICY

Substitutions are federally allowed to meet the needs of participants. The following are allowed in Idaho:

- The substitution rate for evaporated milk is 16 fluid ounces of evaporated milk per 32 ounces of fluid milk or a 1:2 fluid ounce substitution ratio.
- Dry milk may be substituted at an equal reconstituted rate to fluid milk.
- Cheese may be substituted for milk at a rate of 1 pound of cheese may be substituted for 3 quarts of cow's milk. Only one pound of cheese, maximum, is allowed for children, pregnant women and postpartum women. Fully breastfeeding women can receive a maximum of two pounds of cheese.
- Canned legumes may be substituted for dried legumes at the rate of 64 ounces of canned beans for one pound dried beans.

COMMON FOOD PACKAGES FOR PARTICIPANTS BY CATEGORY

POLICY

Food packages are available by category of participant. The food packages are designed to be consistent with the current Dietary Guidelines for Americans for the specified category and must meet the federal and state requirements. Food benefits are determined by month. Refer to Section B of this chapter for more information about infant formulas.

Full Nutrition Benefit (FNB) and Maximum Monthly Allowances (MMA) are used when issuing formula. The MMA allows for changing can sizes. FNB is considered the minimum amount to be issued.

Food Package 1 – Infants birth through 5 months

| Package Description | Age | Formula Amounts |
|---------------------|---|---|
| Fully breastfed | A fully breastfed infant will not receive a food package until s/he reaches 6 months of age | |
| Partially breastfed | Birth through 1 month | Infant must be >1 month of age in order to receive a partial formula package |
| Partially breastfed | 1 through 3 months | FNB is 364 fl oz reconstituted liquid concentrate per month; maximum of 435 fl oz reconstituted powder, 384 fl oz reconstituted RTF |
| Fully formula fed | Birth through 3 months | FNB is 806 fl oz reconstituted liquid concentrate per month; maximum of 870 fl oz reconstituted powder, 832 fl oz reconstituted RTF |
| Partially breastfed | 4 through 5 months | FNB is 442 fl oz reconstituted liquid concentrate per month; maximum of 522 fl oz reconstituted powder, 448 fl oz reconstituted RTF |
| Fully formula fed | 4 through 5 months | FNB is 884 fl oz reconstituted liquid concentrate per month; maximum of 960 fl oz reconstituted powder, 896 fl oz reconstituted RTF |

Food Package 2 – Infants 6 through 11 months

| Package Description | Food Amounts | Formula Amounts |
|---------------------|--|---|
| Fully breastfed | Infant cereal – 24 oz Infant fruits/vegetables – 256 oz Infant food meat – 77.5 oz | |
| Partially breastfed | Infant cereal – 24 oz Infant fruits/vegetables – 128 oz | FNB is 312 fl oz reconstituted liquid concentrate per month; maximum of 384 fl oz reconstituted powder, 320 fl oz reconstituted RTF |
| Fully formula fed | Infant cereal – 24 oz Infant fruits/vegetables – 128 oz | FNB is 624 fl oz reconstituted liquid concentrate per month; maximum of 696 fl oz reconstituted powder, 640 fl oz reconstituted RTF |

Food Package 3 – Participants with Qualifying Conditions

This food package is reserved for issuance to woman, infant, and child participants who have a documented qualifying condition that requires the use of a WIC formula (infant, exempt, or WIC-eligible nutritional) because the use of conventional food is precluded, restricted, or inadequate to address their special nutritional needs.

Participants with qualifying medical conditions will receive up to the same maximum monthly amount of supplemental foods unless medically contraindicated, as those same participant categories. Women and children may also receive up to 455 fluid ounces liquid concentrate WIC formula (infant, exempt, or WIC-eligible nutritional). Please refer to Section B of this chapter for further guidance.

Food Package 4 – Children 1 through 4 years

- Juice – 128 fluid ounces (two 64 ounce containers)
- Milk – 16 quarts (4 gallons)
- Breakfast cereal – 36 ounces
- Eggs – 1 dozen
- Fruits and vegetables - \$8 Cash Value Voucher
- Whole wheat bread/whole grain – 2 pounds (32 ounces)
- Legumes (dry) – 1 pound, or peanut butter – 18 ounces

Food Package 5 – Pregnant and Partially Breastfeeding Women

- Juice – 144 fluid ounces (three 12 ounce frozen concentrate containers)
- Milk – 22 quarts (5½ gallons)
- Breakfast cereal – 36 ounces
- Eggs – 1 dozen
- Fruits and vegetables – \$11 Cash Value Voucher
- Whole wheat bread/whole grain – 1 pound (16 ounces)
- Legumes (dry) – 1 pound, and peanut butter – 18 ounces

Food Package 6 – Postpartum Women

- Juice – 96 fluid ounces (two 12 ounce frozen concentrate containers)
- Milk – 16 quarts (4 gallons)
- Breakfast cereal – 36 ounces
- Eggs – 1 dozen
- Fruits and vegetables – \$11 Cash Value Voucher
- Legumes (dry) – 1 pound or peanut butter – 18 ounces

Food Package 7 – Fully Breastfeeding, Pregnant with Multiples, Partially (mostly) breastfeeding multiples, pregnant and partially (mostly) breastfeeding

- Juice – 144 fluid ounces (three 12 ounce frozen concentrate containers)
- Milk – 24 quarts (6 gallons)
- Breakfast cereal – 36 ounces
- Cheese – 1 pound
- Eggs – 2 dozen
- Fruits and vegetables - \$11 Cash Value Voucher
- Whole wheat bread/whole grain – 1 pound (16 ounces)
- Fish (canned) – 30 ounces
- Legumes (dry) – 1 pound, and peanut butter – 18 ounces

Food Package 7M – Fully Breastfeeding Multiples (amounts to be averaged over two-month timeframe)

Month 1

- Juice – 216 fluid ounces (five 12 ounce frozen concentrate containers)
- Milk – 36 quarts (9 gallons)
- Breakfast cereal – 54 ounces
- Cheese – 2 pounds
- Eggs – 3 dozen
- Fruits and vegetables - \$17 Cash Value Voucher
- Whole wheat bread/whole grain – 1.5 pounds (24 ounces)
- Fish (canned) – 45 ounces
- Legumes (dry) – 2 pounds, and peanut butter – 36 ounces

Month 2

- Juice – 216 fluid ounces (four 12 ounce frozen concentrate containers)
- Milk – 36 quarts (9 gallons)
- Breakfast cereal – 54 ounces
- Cheese – 1 pound
- Eggs – 3 dozen
- Fruits and vegetables - \$16 Cash Value Voucher
- Whole wheat bread/whole grain – 1.5 pounds (24 ounces)
- Fish (canned) – 45 ounces
- Legumes (dry) – 1 pound, and peanut butter – 18 ounces

FOODS REQUIRING MEDICAL DOCUMENTATION**POLICY**

The following supplemental foods will require a local agency registered dietitian to obtain medical documentation from a health care professional licensed to write medical prescriptions under State law using the Medical Documentation form. The health care professional must have made a medical determination that the participant has a qualifying condition (refer to Section B of this chapter for further clarification). A VOC Medical Documentation form from another state (for an exempt formula or WIC-

eligible nutritional with a medical diagnosis) will be accepted by the receiving Idaho local agency for the remainder of that certification period without requiring an Idaho health care professional to complete medical documentation (unless the other state's medical provider has indicated on the form that the prescription expires sooner). If a VOC participant has been receiving an exempt infant formula or nutritional prior to transferring to an Idaho local agency and does not bring the needed medical documentation form, the Idaho local agency will contact the out of State agency to request the medical documentation form be faxed or sent electronically.

All Medical Documentation forms must be completed by a healthcare provider and stored as an electronic or written copy. A facsimile or confirmation via telephone to a local agency registered dietitian must be kept on file until the completed medical documentation form is received within one to two weeks.

Use of electronic documentation, storage and signatures are allowable. It is the responsibility of the State and local agencies to ensure the reliability and integrity of the technology used to receive and store documentation. Local agencies are encouraged to follow the policies and procedures established by their health district or tribal organization.

- Any non-contract brand infant formula (refer to Section B of this chapter for further clarification)
- Any infant formula prescribed to a child or adult who receives food package 3
- Any exempt infant formula (refer to Section B of this chapter for further clarification)
- Any WIC-eligible nutritional (refer to Section B of this chapter for further clarification)
- Any authorized supplemental food issued to participants who receive food package 3 (see additional clarification below)

Medical oversight of medically fragile participants is required in order to issue supplemental foods in food package 3. However, the healthcare provider has the option to refer to a local agency registered dietitian for identifying appropriate supplemental foods (excluding formula). The prescribed amounts and the length of time the supplemental foods is required. The healthcare provider will have the option to refer on the Medical Documentation form.

A Medical Documentation form is not required for a child to be issued any authorized soy-based beverage. Registered dietitian approval is required in addition to documentation of the participant's qualifying condition in their file. These include, but are not limited to, milk allergy, severe lactose maldigestion, and vegan diets.

REFERENCE

7CFR Part 246: Revisions in the WIC Food Packages: Final Rule Idaho Code 28-50-101. (2000). Uniform Electronic Transactions Act.

BREASTFEEDING FOOD PACKAGES

OVERVIEW

The goal of the breastfeeding food package is to promote and encourage breastfeeding among participants by providing additional WIC foods that support the extra nutritional needs of these participants.

POLICY

Food Package 7 – Fully Breastfeeding

A breastfeeding woman whose infant does not receive any infant formula from the WIC Program, a woman who partially breastfeeds multiple (two or more) infants from the same pregnancy, a pregnant women also partially (mostly) breastfeeding singleton infants, or a pregnant woman carrying two or more

fetuses will receive food package 7.

Breastfeeding Enhanced Multiples Food Package (7M)

A participant who is fully breastfeeding multiple infants (two or more) from the same pregnancy may receive 1.5 times the supplemental foods provided in this food package.

PROCEDURE

A fully breastfeeding participant can be issued food package 7 for one, two, or three months. A fully breastfeeding participant of multiples (two or more) can be issued food package 7M for one, two or three months, depending on the local agency policy and procedure for multi-month check/CVV issuance and the nutritional risk assessment of the participant.

HOMELESS FOOD PACKAGES

POLICY

Homeless food packages are specifically designed for participants who may not have access to a stove or refrigerator. The homeless food package may not be appropriate for all homeless participants. Tailoring should be based upon the family's individual needs. Often, a standard food package will work for a homeless family. Homeless food package checks may be issued for one month.

OPTIONS

Adjustments have been made in the food packages to allow for different circumstances. The food packages generally contain six checks. A variety of food package options is available for each category.

It may be necessary to contact a local vendor to determine if specific foods issued in the homeless food package are stocked by the vendor.

Food Package 1 – Infants birth through 5 months

Infants eligible to receive a homeless food package may receive ready-to-feed (RTF) infant formula in place of standard powder or concentrate.

Food Package 2 – Infants 6 through 11 months

Infants eligible to receive a homeless food package may receive the standard infant foods with the issuance of RTF formula.

- Fully breastfed (BF) – 24 ounces infant cereal, 256 ounces infant food fruits and vegetables, and 77.5 ounces infant food meat
- Partially (mostly) breastfed (BF/FF) – RTF infant formula, 24 ounces infant cereal, 128 ounces infant food fruits and vegetables
- Fully formula fed (FF) – RTF infant formula, 24 ounces infant cereal, 128 ounces infant food fruits and vegetables

Food Package 3 – Participants with Qualifying Conditions

Participants with qualifying medical conditions will receive up to the same maximum monthly amounts of supplemental foods unless medically contraindicated, as those same participant categories. Women and children may also receive up to 455 fluid ounces liquid concentrate WIC formula (infant, exempt, or WIC-eligible nutritional). Please refer to Section B of this chapter for further guidance.

Food Package 4 – Children 1 through 4 years

- Juice – 128 fluid ounces (two 64 ounce containers or as requested individual juices 5.5-6 ounces as printed on check)

- Evaporated milk, dry powdered milk, or shelf stable soy beverage – 16 quarts (4 gallons)
- Eggs – 1 dozen
- Fruits and vegetables – \$8 Cash Value Voucher
- Whole wheat bread/whole grain – 2 pounds (32 ounces)
- Beans (canned) – 64 ounces, or peanut butter – 18 ounces

Food Package 5 – Pregnant and Partially (Mostly) Breastfeeding Women

- Juice – 144 fluid ounces (three 12 ounce frozen concentrate containers or as requested individual juices 5.5-6 ounces as printed on check)
- Evaporated milk or dry powdered milk – 22 quarts (5½ gallons)
- Breakfast cereal – 36 ounces
- Eggs – 1 dozen
- Fruits and vegetables – \$11 Cash Value Voucher
- Whole wheat bread/whole grain – 1 pound (16 ounces)
- Beans (canned) – 64 ounces, or peanut butter – 18 ounces

Food Package 6 – Postpartum Women

- Juice – 96 fluid ounces (two 12 ounce frozen concentrate containers or as requested individual juices 5.5-6 ounces as printed on check)
- Evaporated milk or dry powdered milk – 16 quarts (4 gallons)
- Breakfast cereal – 36 ounces
- Eggs – 1 dozen
- Fruits and vegetables - \$11 Cash Value Voucher
- Beans (canned) – 64 ounces or peanut butter – 18 ounces

Food Package 7 – Fully Breastfeeding, Pregnant with Multiples, Partially (mostly) breastfeeding multiples, pregnant and partially (mostly) breastfeeding

- Juice – 144 fluid ounces (three 12 ounce frozen concentrate containers or as requested individual juices 5.5-6 ounces as printed on check)
- Evaporated milk or dry powdered milk – 24 quarts (6 gallons)
- Breakfast cereal – 36 ounces
- Cheese – 1 pound (16 ounces)
- Eggs – 2 dozen
- Fruits and vegetables – \$11 Cash Value Voucher
- Whole wheat bread/whole grain – 1 pound (16 ounces)
- Fish (canned) – 30 ounces
- Beans (canned) – 64 ounces, or peanut butter – 18 ounces

Food Package 7M – Fully Breastfeeding Multiples (amounts to be averaged over two-month timeframe)

Month 1

- Juice – 216 fluid ounces (five 12 ounce frozen concentrate containers or as requested individual juices 5.5-6 ounces as printed on check)
- Evaporated milk or dry powdered milk – 36 quarts (9 gallons)
- Breakfast cereal – 54 ounces
- Cheese – 2 pounds (32 ounces)
- Eggs – 3 dozen
- Fruits and vegetables - \$17 Cash Value Voucher
- Whole wheat bread/whole grain – 1.5 pounds (24 ounces)
- Fish (canned) – 45 ounces
- Beans (canned) – 64 ounces and peanut butter – 36 ounces

Month 2

- Juice – 216 fluid ounces (five 12 ounce frozen concentrate containers or as requested individual juices 5.5-6 ounces as printed on check)

- Evaporated milk or dry powdered milk – 36 quarts (9 gallons)
- Breakfast cereal – 54 ounces
- Cheese – 1 pound (16 ounces)
- Eggs – 3 dozen
- Fruits and vegetables - \$16 Cash Value Voucher
- Whole wheat bread/whole grain – 1.5 pounds (24 ounces)
- Fish (canned) – 45 ounces
- Beans (canned) – 32 ounces and peanut butter – 18 ounces

REFERENCE

7CFR Part 246: Revisions in the WIC Food Packages: Final Rule

SECTION B: INFANT FORMULAS AND WIC-ELIGIBLE NUTRITIONALS

OVERVIEW

Breastfeeding provides a healthy and economical means of feeding an infant. The WIC Program strives to promote and support breastfeeding by providing food packages that encourage continued breastfeeding when mothers choose not to fully breastfeed.

Infant formula and nutritionals are the most expensive items in the WIC food package. In 1988, Congress mandated that all WIC state agencies implement some form of infant formula cost containment. In 1989, Congress added the requirement that states use competitive bidding in their cost containment efforts. The Idaho WIC Program is part of the Western States Contracting Alliance to contain the costs of infant formula. Once the contract is awarded, the contract brand iron-fortified formula is issued for the length of the contract. The money saved through infant formula rebate contracts is used to serve more participants.

IN THIS SECTION

General Policy and Definitions
Contract Brand Infant Formulas
Returned Infant Formula
Food Package 3: Participants with Qualifying Medical Conditions
Packaging

GENERAL POLICY AND DEFINITIONS

POLICY

Local agency staff shall issue infant formula and nutritionals according to the following guidelines set forth by the State agency:

- Infant formulas and WIC-eligible nutritionals are issued only to active participants.
- Infant formulas and WIC-eligible nutritionals may not be provided to participants while they are hospitalized.
- The Medicaid program is the primary payor for exempt infant formulas and nutritionals needed by WIC participants who are also Medicaid beneficiaries. Please refer to the most current Idaho Medicaid Provider Handbook at www.healthandwelfare.idaho.gov.

DEFINITIONS

Contract brand infant formula is an iron-fortified milk-based, soy-based, lactose-free or added rice starch formula intended as a food substitute for human milk for healthy, term infants produced by the manufacturer awarded the infant formula cost containment contract. Contract formulas are routinely provided to infants enrolled in the WIC Program.

Non-contract infant formula is an iron-fortified milk-based, soy-based, lactose-free, or added rice starch formula that is nutritionally comparable to contract brand formula (noted above) and is not covered by an infant formula cost containment contract. Such infant formulas are not provided by WIC and prescriptions

or medical documentation for these formulas will not be accepted under any circumstances.

Exempt infant formula is intended as a food substitute for human milk for use by infants who have inborn errors of metabolism, prematurity, low birth weight, or who otherwise have an unusual medical or dietary condition.

WIC-eligible nutritionals refers to certain enteral products that are specifically formulated to provide nutritional support for participants (women, infants, or children) with a diagnosed medical condition where conventional food is precluded, restricted, or inadequate. Such WIC-eligible nutritionals must serve calories and one or more nutrients; be designed for enteral digestion via oral or tube feeding; and may not be a conventional food, drug, flavoring, or enzyme.

For more information about procedures related to infant formulas and WIC-eligible nutritionals, refer to the Idaho WIC Program Paraprofessional Training Manual.

REFERENCES

Section 412 (h) of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 350a(h))
WRO Policy Memo 804-Q: *Medicaid Primary Payor for Exempt Infant Formulas and Medical Foods*
7CFR Part 246: Revisions in the WIC Food Packages: Final Rule

CONTRACT BRAND INFANT FORMULAS

POLICY

Contract brand iron-fortified milk-based and soy-based, infant formulas will be issued to all infants unless there is medical documentation for an exempt formula or a WIC-eligible nutritional. Non-contract non-exempt infant formulas that are nutritionally equivalent to contract brand formulas or low-iron formulas will not be issued and prescriptions will not be accepted under any circumstances.

Contract brand iron-fortified infant formulas can be issued by competent professional authorities (CPAs). At this time, the contract formulas are:

- Similac Advance (cow's milk-based) – powder (small cans), liquid concentrate, RTF *
- Gerber Good Start Soy (soy-based) – powder (small cans), liquid concentrate, RTF *

* RTF = ready-to-feed. See packaging policy in this section for guidance on issuing RTF.

RETURNED INFANT FORMULA

RECEIVING FORMULA FROM PARTICIPANTS

When receiving cans of formula from participants, all formula received must be checked to make sure it is sealed and has not been recalled or expired. Dispose of formula that has been recalled, opened, or is expired.

Contract brand formula received is provided only to participants for the purpose of challenging exempt infant formulas and WIC-eligible nutritionals with a contract formula.

Non-contract formula that is received shall be disposed of or donated to an organization that helps individuals in need. This will be done at the discretion of the local agency Coordinator

Exempt infant formulas and WIC-eligible nutritionals will be returned to the medical supply company. If purchased from a retail grocer, they may be donated or disposed of at the discretion of the local agency

Coordinator.

An inventory log is recommended to keep track of returned formula and its distribution or disposal.

INAPPROPRIATE ISSUANCE

Returned formula cannot be provided when the issued food package does not last the entire month. It is important to help infant caregivers understand that WIC is a supplemental food program and may not provide enough formula for a full month for an older infant.

Returned formula must not be distributed after the expiration date stamped on the can.

FOOD PACKAGE 3: PARTICIPANTS WITH QUALIFYING MEDICAL CONDITIONS

POLICY

The Medicaid program is the primary payor for exempt infant formulas and nutritionals needed by WIC participants who are also Medicaid beneficiaries. Please refer to the most current Idaho Medicaid Provider Handbook at www.healthandwelfare.idaho.gov.

Exempt infant formulas and WIC-eligible nutritionals are issued to woman, infant, and child participants because the use of conventional foods is precluded, restricted, or inadequate to address their special nutritional needs. Participants eligible to receive exempt infant formulas and WIC-eligible nutritionals must have one or more qualifying conditions and have a completed Medical Documentation form prior to issuance.

All information on the Medical Documentation form must be completed by a physician or other licensed health care professional who is authorized to write medical prescriptions under Idaho state law to issue an exempt infant formula or WIC-eligible nutritionals and, if tolerated, supplemental WIC foods. A local agency registered dietitian may complete the form via telephone. A completed Medical Documentation Form must still be signed by a healthcare provider and obtained within one to two weeks.

The Medical Documentation form is needed:

- To issue an exempt formula or a WIC-eligible nutritional
- When an infant turns 6 months of age
- Every 12 months for children or women
- Upon a change in amount or type of product or supplemental foods issued

The form is kept in the participant's chart.

The WIC Program is not required to provide exempt infant formulas and WIC-eligible nutritionals if the diagnosed medical condition does not warrant such product. Qualifying conditions include, but are not limited to:

- Premature birth
- Low birth weight
- Failure to thrive
- Inborn errors of metabolism and metabolic disorders
- Gastrointestinal disorder
- Malabsorption syndromes
- Immune system disorders
- Severe food allergies that require an elemental formula
- Life threatening disorders
- Diseases and medical conditions that impair ingestion, digestion, absorption, or the utilization of nutrients that could adversely affect the participant's nutrition status

Exempt infant formulas and WIC-eligible nutritionals **may not** be issued for the following:

- To any participant solely for the purpose of enhancing nutrient intake or managing body weight without an underlying qualifying condition
- Infants whose only condition is a diagnosed formula intolerance or food allergy to lactose, sucrose, milk protein or soy protein that does not require the use of an exempt infant formula
- A non-specific formula or food intolerance
- Women and children who have a food intolerance to lactose or milk protein that can be successfully managed with the use of one of the other WIC food packages

The following are not authorized for reimbursement by the WIC Program:

- Medicines or drugs
- Hyperalimentation feedings (nourishment administered through a vein)
- Enzymes
- Oral rehydration fluids or electrolyte solutions
- Flavoring agents
- Feeding utensils or devices (e.g., feeding tubes, bags, pumps) designed to administer a WIC-eligible formula

For a complete list of exempt infant formulas and WIC-eligible nutritionals, refer to “Formulas Provided by the Idaho WIC Program” in the WIC Formula Handbook.

Formulas or WIC-eligible nutritionals may be provided for oral or enteral tube (i.e. nasogastric tube or g-tube) consumption.

NOTE: Formulas or WIC-eligible nutritionals are not provided by WIC to participants while they are hospitalized.

REGISTERED DIETITIAN REVIEW

Review of all requests for WIC-eligible exempt formulas/ nutritionals by a local agency registered dietitian must happen immediately upon receipt of the request. A review of the request must include some type of contact between the registered dietitian and Responsible Adult or caregiver. It is possible the registered dietitian may have to contact the health care provider for additional information. The local agency registered dietitian must document the recommendations given by the health care provider. The responsibility remains with the participant’s health care provider for medical oversight and instructions; however, the healthcare provider has the option to refer to a local agency registered dietitian to determine the appropriate issuance, prescribed amount and length of time required for supplemental foods based on the participant’s qualifying condition(s). If the healthcare provider declines selections to be made by the local agency dietitian, it is still the responsibility of the local agency dietitian to ensure that only the amount of supplemental food prescribed by the participant’s health care provider are issued in the participant’s food package.

Participants receiving an exempt infant formula or a WIC-eligible nutritionals must be seen by a local agency registered dietitian at least once during a certification period. Typically, high risk participants would be seen more frequently in clinic depending on their nutritional risk codes. Checks will be issued for one, two, or three months at the discretion of the local agency registered dietitian.

If an exempt infant formula or WIC-eligible nutritionals is not available at a local vendor, a medical supply company may provide it. In these cases, the Responsible Adult will receive it at the local clinic. Exceptions allowing the product to be shipped directly to the participant’s home must be approved by the local agency registered dietitian on a limited, case-by-case basis. Refer to Section C of this chapter for issuing a food package using a medical supply company.

Exempt formulas and WIC-eligible nutritionals can be issued by a CPA after a local agency registered

dietitian has received a prescription and approved its use.

CHALLENGE WITH CONTRACT BRAND INFANT FORMULA

A challenge with an appropriate contract brand infant formula is made at the discretion of the local agency registered dietitian. The plan for and result of a formula challenge is documented in the participant's chart.

QUANTITIES

Participants with qualifying medical conditions will receive up to the same maximum monthly amounts of supplemental foods, unless medically contraindicated, as those same participant categories. In lieu of infant foods (cereal, fruit and vegetables), infants greater than 6 months of age may receive infant formulas, exempt infant formulas or WIC-eligible nutritionals at the same maximum monthly allowance as infants ages 4 through 5 months of age of the same feeding option. Women and children may also receive up to 455 fluid ounces liquid concentrate WIC formula (infant, exempt, or WIC-eligible medical food). Powder and ready-to-feed may be substituted at rates that provide comparable nutritive value.

Children over age 2 and women who are receiving WIC-eligible nutritionals and need additional calories may receive whole milk if necessary.

REFERENCES

WRO Policy Memo 804-Q: Medicaid Primary Payor for Exempt Infant Formulas and Medical Foods
7 CFR 246.10 Supplemental Foods
7 CFR 246.16a Infant Formula Cost Containment
7CFR Part 246: Revisions in the WIC Food Packages: Final Rule

PACKAGING

POLICY

The Responsible Adult may freely choose either powder or concentrate formula. Women who are partially breastfeeding infants are encouraged to choose powder formula.

RTF formula may only be authorized by the local agency registered dietitian for the following:

- unsafe water supply
- poor refrigeration
- the person caring for the infant has difficulty diluting concentrate or powder formula correctly
- the participant is homeless

The reason for issuance must be documented in the participant's chart.

If the water supply is deemed unsafe but the caretaker refuses to use RTF formula for personal reasons, a signed refusal statement should be obtained and kept in the participant's chart.

EXCEPTION

Formulas or nutritionals which are available only in RTF form may be issued regardless of the above criteria.

REFERENCE

7 CFR 246.10 Supplemental Food

SECTION C: ISSUING FOOD CHECKS/CVVs

OVERVIEW

IN THIS SECTION

Shopping for Authorized Foods
Check/CVV Security
Check/CVV Printing
Issuing Checks/CVVs
Check/CVV Register
Authorized Signer
Proxies
Mailing Checks/CVVs
Voiding Checks/CVVs
Unmatched Redemptions
Lost or Stolen Checks/CVVs
Direct Bill
Check/CVV Issuance
Check/CVV Issuance Parameter Guidance

SHOPPING FOR AUTHORIZED FOODS

AUTHORIZED STORES

WIC participants can only shop at Idaho authorized WIC stores.

FOOD DESCRIPTIONS

Food descriptions are printed on the check/CVV. An Idaho WIC Authorized Food List is given to the WIC participant, Responsible Adult, or Authorized Signer to identify foods/brands allowed.

PAYMENT FOR WIC FOODS

- Participants receive computer printed food checks/CVVs on a tri-monthly, bi-monthly, or monthly basis.
- WIC foods need to be separated in the shopping cart, not only from non-WIC foods, but also by check/CVV if two or more checks/CVV are being used at one time.
- When using a WIC check/CVV, the WIC participant needs to verify that the dollar amount on each check/CVV is for the purchase price of the food items listed on each check/CVV prior to signing the check/CVV.
- By signing the WIC check(s)/CVVs after the amount is written in the “Pay Exactly” box, the WIC participant is verifying that the amount on the check/CVV is correct.
- One of the signatures on the check/CVV must match the signature on the Identification (ID) Folder exactly.

CHECK/CVV SECURITY

POLICY

All checks/CVVs must be accounted for, including unused checks/CVVs (damaged or voided checks/CVVs). This is accomplished by entering information on the check/CVV register, data in the computer system, and/or special notes in the participant's file.

Voided checks/CVVs must be either shredded or destroyed so the participant's personal information is not identifiable.

NOTE: Do not leave preprinted checks/CVVs unattended. Preprinted computer checks/CVVs must be kept in a locked, controlled area.

CHECK/CVV PRINTING

ACCESS

Access to WIC checks/CVVs must be limited to the designated individuals on the Idaho WIC ID Folder.

To the extent possible, different staff members should print and issue checks/CVVs. For example, one staff member would certify and print checks/CVVs for a participant. Another staff member would be responsible for issuing the checks/CVVs and having the WIC participant sign the check/CVV register.

PRINTERS

- Checks/CVVs are printed at the clinic upon demand.
- The check/CVV printers are laser printers that use a higher heat to bond the ink to the check/CVV paper. The ink cartridge is a special MICR ink used for bank processing. The alignment of the paper in the printer is important to ensure accurate banking data.
- It is important to monitor the check/CVV printer for ink smudges, faded ink, and accurate print positions on the check/CVV.
- Poorly printed checks/CVVs should not be issued.

PRINTING

Checks/CVVs should not be printed until they are ready to be given to the WIC participant. Remote clinics that receive their checks/CVVs from the central agency are an exception to this procedure.

PRINTING CHECKS/CVVs

Timeframe

- Checks/CVVs can be printed after the client is certified and one day after the "Last Day to Use" date.
- Checks/CVVs can be printed three days before a participant comes into the clinic, if the certification is current.
- For clinic prints, the checks/CVVs can be printed four days in advance.

ISSUING CHECKS/CVVS

POLICY

Identification Folder

A WIC ID Folder is issued to a WIC participant or Responsible Adult/caregiver at the initial certification appointment. Only one ID Folder may be issued on behalf of a participant. If a request is made for an additional ID Folder, the other person may act as a proxy between certification appointments providing the local agency has a signed note from the certifying participant or Responsible Adult/caregiver on file making such a request and specifying the length of the request. Additional information on issuing an ID Folder can be found in the Idaho WIC Paraprofessional Training Manual.

The following steps are taken when issuing a WIC check/CVV:

- Request the WIC participant's ID Folder.
- Verify identification by checking the WIC participant's Folder. If the ID Folder is forgotten, another form of identification can be used, such as photo identification. A visual identification is permissible if the individual is known to you. A new WIC ID Folder must be issued.
- Print the appropriate checks/CVVs for the participant.
- Review the checks/CVVs for accuracy of name, foods, and dates.
- Ask the WIC participant, Responsible Adult or Authorized Signer to examine the checks/CVV for the correct foods.
- Have the WIC participant, Responsible Adult or Authorized Signer sign the check register for each participant's series of checks/CVVs. The signature provides proof that the checks/CVVs were received by the WIC participant/ Responsible Adult or Authorized Signer. At the same time, verify the signature on the check register with the signature on the WIC ID Folder.
- Remind the WIC participant/Responsible Adult or Authorized Signer that checks/CVVs cannot be used before the "First Day to Use" date or after the "Last Day to Use" date.
- One of the signatures on the check/CVV must match the WIC ID Folder exactly.
- Write the next appointment date and time on the ID Folder. Notify the WIC participant of any return certifications or reasons a participant may no longer be eligible for program participation before the next appointment (e.g., child turning 5 years old).
- Remind the WIC participant/Responsible Adult or Authorized Signer to bring the WIC ID Folder with him/her each and every time they shop with the WIC checks/CVVs at the store. The store will refuse the use of WIC checks/CVVs without the WIC ID Folder.
- Remind the WIC participant/Responsible Adult to bring the WIC ID Folder to all appointments.

CHECK REGISTER

DESCRIPTION

The check register is an audit trail for printed checks/CVVs. It shows when checks/CVVs were given or mailed to a participant (date), for whom the checks/CVVs were issued (participant ID number), check/CVV numbers, and who received the checks/CVVs (Responsible Adult, proxy, or Authorized Signer's signature). The registers are pre-numbered with check/CVV numbers to make it easier to account for all checks/CVVs. The following procedures apply for filling out the check register.

DATE

The date only needs to be entered once per check register page or when the date changes from the original date written on the page. The new date must be written on the register.

- Each page of the check register must have a date

- The date refers to when the checks/CVV were issued to the participant, voided, or mailed. This is not the date the checks/CVV were printed.

PARTICIPANT IDENTIFICATION (ID) NUMBER

The participant ID number only needs to be written once.

- Write the participant ID number next to the checks/CVV that were printed for that participant.
- Local agencies may use ditto marks or arrows down indicating that a group of checks/CVV belongs to the previously written participant ID number.

PARTICIPANT SIGNATURE

The participant, Responsible Adult, proxy, or Authorized Signer only needs to sign once on each page of the check register next to the appropriate group of checks/CVV that the client receives.

- If a client's checks/CVV cover two pages, the client needs to sign once on each page.
- Ditto marks, arrows, or other markers can be used to group checks/CVV together.
- Blank lines are not acceptable in the signature area on the check register.

MAILING CHECKS/CVVS

- Group the checks/CVVs mailed to each participant with some identifying mark (ditto marks, arrows).
- Since the participant, Responsible Adult, proxy, or Authorized Signer is not available to sign the register, the staff person responsible for mailing the check/CVVs needs to initial or sign his/her name (not the participant's) next to the group of checks/CVVs and indicate the date the checks/CVVs were mailed.

VOIDING CHECKS/CVVS

- Document that the checks/CVVs are voided.
- The person responsible for voiding the checks/CVVs needs to initial or sign his/her name (not the participant's name) next to the group of checks/CVVs. This shows who took responsibility for voiding the checks/CVVs.

CORRECTING THE WRONG SIGNATURE

- Draw one line through the mistake and have the participant, Responsible Adult, proxy or Authorized Signer sign in the correct place(s).
- Do not use correction fluid or obliterate the previous signature.

AUTHORIZED SIGNER

PURPOSE

To provide a Responsible Adult who is unable to come to the WIC clinic or shop for WIC foods an alternate procedure for obtaining and using WIC checks/CVVs.

DEFINITION

Responsible Adult: The Responsible Adult is usually the participant, parent, or caretaker who makes initial contact to apply for WIC services and attends the certification appointment to apply for WIC for herself or for the children. It is acceptable for either parent to be the Responsible Adult for infant and child participants.

Generally, the Responsible Adult should be the parent or caretaker who will most often attend appointments on behalf of the infant or child participant.

POLICY

- A WIC Responsible Adult may designate an individual to act as an Authorized Signer at any time during a certification period. Physical presence is required by both parties. The Authorized Signer may act on behalf of the Responsible Adult when they are unable to attend a WIC appointment or redeem the WIC checks/CVVs at an Idaho WIC authorized vendor.
- The Responsible Adult may identify one Authorized Signer who can sign the WIC ID Folder. If an Authorized Signer is not named, the second signature line on the WIC ID Folder is voided with a black marker.
- The Authorized Signer will be instructed on the rules and regulations of the WIC Program, including how to use WIC checks/CVVs.
- The Authorized Signer should be over 18 years of age.
- The Authorized Signer can pick up WIC checks/CVVs and redeem them at an Idaho WIC authorized vendor.
- The Authorized Signer can attend nutrition education appointments when the Responsible Adult is unable. The Authorized Signer should be encouraged to share information with the Responsible Adult.
- All guidelines and policies that apply to a Responsible Adult/caregiver also apply to an Authorized Signer.

PROCEDURE

- The Authorized Signer must be present with the Responsible Adult.
- The Authorized Signer must provide identification.
- The Authorized Signer must read and sign the Rights and Responsibilities form. A new signature is required for each certification period an individual is an Authorized Signer.
- The Authorized Signer signs the WIC ID Folder.
- Instruct the participant or the Responsible Adult to notify WIC staff in writing when the Authorized Signer is no longer authorized to pick up and use the participant's WIC checks/CVVs. When the Authorized Signer is no longer authorized to receive and use WIC checks/CVVs, a new WIC ID Folder must be issued.
- If a WIC ID Folder that contains WIC checks/CVVs is lost or stolen, refer to Lost or Stolen Checks later in this Section for further guidance.

DOCUMENTATION

Obtain an authorized signature on the Rights and Responsibilities form for each certification period during which an individual is authorized.

Retain Responsible Adult's written notice of termination of Authorized Signer.

EXCEPTIONS

Exceptions regarding the minimum age and attendance at appointments are permitted on a case-by-case basis if approved by the local agency Coordinator or supervisor, or State staff if no one is available locally.

REFERENCES

7 CFR 246.2 Definitions

7 CFR 246.12 (r) Issuance of food instruments and authorized supplemental foods

PROXIES

DEFINITION

Proxy means any person designated by a woman participant, or by a parent or caretaker of an infant or child participant, to obtain and transact food instruments to obtain supplemental foods on behalf of the participant. Parents or caretakers applying on behalf of a participant are not proxies.

POLICY

To reduce barriers to participation, a Responsible Adult may designate someone to act on her/his behalf. The Responsible Adult may authorize a proxy for a specified amount of time, not to exceed the end of the certification period. If no length of time is specified, the proxy authorization is assumed to be for the current appointment only.

A proxy should attend nutrition education appointments. The proxy should be encouraged to share information with the Responsible Adult.

Due to the confidential information required for eligibility determination, allowing a proxy for certification appointments is discouraged.

The proxy should be over the age of 18 years.

PROCEDURE

- All guidelines and policies apply to a proxy the same as if she/he were the Responsible Adult/caregiver.
- The proxy must present written permission from the Responsible Adult at the time of the appointment unless prior written approval has been documented. If there is a question concerning a valid permission, staff should compare the Responsible Adult's signatures on the written permission and the participant's chart.
- The proxy must provide identification.
- The proxy must read and sign the Participant Rights, Responsibilities and Consent. A new signature is required for each certification period an individual is a proxy.
- Issue a WIC ID Folder to the proxy and provide instruction on the section entitled, "Shopping with WIC Checks/CVV's."
- Issue the participant(s) checks/CVV's to the proxy according to standard check/CVV issuance procedures.
- At a minimum, the proxy must be informed that she (or he) is responsible for adhering to all check/CVV-related procedures and failure to comply with check/CVV-related procedures will be considered program misuse and is subject to sanctions. Reference the WIC ID Folder for detailed information about shopping with WIC checks/CVV's and rights and responsibilities.

DOCUMENTATION

Retain the written permission note in the participant chart.

Obtain a proxy signature on the Participant Rights, Responsibilities and Consent form for each certification period during which an individual is a proxy.

Document instruction of the procedures in the participant's file, including a date and signature or initials of the staff person providing the instructions.

EXCEPTIONS

Exceptions regarding the minimum age and not allowing a proxy for certification appointments are permitted on a case-by-case basis if approved by the local agency Coordinator.

- Limit check/CVV issuance to one month.
- Require a signature on the Participant Rights, Responsibilities and Consent for each instance an individual is a proxy within a certification period (e.g., a repeat proxy who is the same person).

REFERENCES

7 CFR 246.2 Definitions

7 CFR 246.12 (r) (1-4) Issuance of food instruments and authorized supplemental foods ASM 803-AI Strengthening Integrity in WIC Certification Process (3/10/99)

MAILING CHECKS/CVVs

GUIDELINES

Mailing WIC checks/CVVs is discouraged as it hinders the delivery of health and nutrition education services. However, some circumstances may require mailing of WIC checks/CVVs:

- Computer equipment breakdown or malfunction preventing check/CVV printing before the WIC participant leaves the clinic.
- Participants added in outlying clinics that do not have computers.
- Extenuating circumstances, such as:
 - Illness, medical reason
 - Difficulty in accessing the local agency (e.g., snowstorm, natural disaster, etc.)

LIMITATIONS

Mailing checks/CVVs is limited to one time during a certification period. If checks/CVVs need to be mailed more than one time per certification, approval by the local agency Coordinator, in consultation with the State WIC Office, is required. Most situations can be resolved by using an alternate (proxy) shopper.

MAILING PROCEDURE

- Checks/CVVs must be sent on or before the valid date printed on the check/CVV in an envelope sturdy enough to hold several checks/CVVs.
- Do not use window envelopes.
- Check/CVV security envelopes which prevent identification of checks/CVVs is required.
- The return address on the envelope must be sufficient to ensure the return of undeliverable mail without identifying the local agency or clinic as the sender (i.e., P.O. Box or street address only).
- "DO NOT FORWARD" must be printed on the envelope to ensure return of undeliverable mail.
- Enclose a letter with the checks/CVVs explaining steps the WIC participant is to follow upon receiving checks/CVVs in the mail:
- WIC participant must sign and return enclosed self-addressed, stamped postcard by return mail to acknowledge receipt of checks/CVVs. This postcard will be filed in the participants file for four (4) years for audit documentation.
- Document the reason for mailing checks/CVVs in the participant's file.
- Sign or initial and note the date checks were mailed on the appropriate line(s) in the check/CVV register.

CHECKS/CVVS RETURNED AS UNDELIVERABLE

Checks/CVVs must be stamped "VOID" in the "Pay Exactly" box and coded as voided in the computer. Envelopes marked as undeliverable should be filed in the client's chart for future reference.

VOIDING CHECKS/CVVS

REASONS

Checks/CVVs unusable due to the following reasons must be voided:

- already cashed
- computer problems
- damaged checks/CVVs (physically presented)
- destroyed checks/CVVs (natural disaster)
- domestic issue (per policy manual)
- food intolerance/already cashed
- food intolerance
- improper data
- lost check
- mailed checks not received
- moved to new area
- no show
- participant refused checks
- printer problem
- staff error
- state office approval
- stolen (per policy manual)
- stopped breastfeeding
- unused check/CVV
- over 90 days old

PROCEDURE

- Stamp or write "VOID" on the face of the check/CVV in the "Pay Exactly" box and in the signature box before you enter the data in the computer. This will prevent a check/CVV that was voided from being cashed.
- Stamp or write the date and "VOID" in the corresponding check/CVV register signature area. Record the participant ID number on the register and put the reason the check/CVV was voided.
- Void the checks/CVVs in WISPr.
- Voided checks/CVVs should be properly destroyed.
- Preprinted checks/CVVs that are not claimed must be voided. Unclaimed checks/CVVs should be voided within one week of printing, but no later than the last day of the month.

UNMATCHED REDEMPTIONS

DEFINITION

"Unmatched redemptions" refers to checks/CVVs that have been issued and cashed, but for which no computer records exist to match the checks/CVVs with the participants. These checks/CVVs are flagged for research to determine possible fraud.

JUSTIFICATION PROCEDURE

An "unmatched redemptions" report is researched monthly at the State level.

- If there are questions regarding the issuance of WIC checks/CVV, an email is sent to the local agency WIC Coordinator.
- The local agency Coordinator is obligated to research the checks/CVV to make sure the participant is a valid WIC participant and that no fraud was committed.
- A justification or clarification of the problem must be sent back to the State agency within 60 days of receipt of request to research. The justification must state what actions are being taken to prevent future incidents or to recover the money.

PREVENTION

To prevent unmatched redemptions:

- Do not give voided computer checks/CVV to the participant.
- If a check/CVV must be voided for food intolerance, fill out a Check Audit form.
- Rarely will you void checks/CVV in the Idaho WIC Computer System that you do not have in hand.
- Fill out a Check Audit form for participants who did not receive checks/CVV in the mail and for whom more checks/CVV are issued.

LOST OR STOLEN CHECKS/CVVS

POLICY

LARGE AMOUNTS FROM THE CLINIC

If a large amount of preprinted class/clinic checks/CVV (30 or more) are lost or stolen from a clinic, contact your local WIC Coordinator immediately. Follow procedure as instructed by the Coordinator.

PROCEDURE

- The WIC Coordinator may notify the local police.
- Contact the State agency and give them the missing check/CVV numbers. They will research the computer system for the customer names, ID numbers, and store numbers on the checks/CVV.
- Write the date, participant numbers, and your signature on the check/CVV register. Include a note of the circumstances that surround the checks/CVV (i.e., lost or stolen).
- If the reported checks/CVV were improperly redeemed, further steps will be taken by the State agency.

SMALL AMOUNTS FROM THE CLINIC

If a small amount of checks/CVV (1-30) are missing from someone's desk, call the State agency and report the missing check/CVV numbers. The State agency will research these checks/CVV and notify the clinic if there are further questions.

LOST OR STOLEN CHECKS/CVVS IN THE MAIL

If checks/CVV have been mailed to a WIC participant and the participant reports that they have not received the checks/CVV:

Review your documentation to see when the checks/CVV were mailed. Has there been enough time allowed for the checks/CVV to be delivered to the participant? If so:

- Void and reissue checks/CVV. Do not mail checks/CVV again. The participant needs to come

in to the clinic to pick them up. This differs from the policy of “not replacing lost or stolen checks/CVV’s” because the participant never received the checks/CVV’s.

- Fill out a Check Audit form and send it to your local agency WIC Coordinator.
- Instruct the participant that if he/she receives the old checks/CVV’s in the mail, they need to destroy them or bring them back to the clinic. The checks/CVV’s are no longer valid. If the participant redeems them, the participant will be responsible for reimbursing the State for the amount of the checks/CVV’s.

LOST OR STOLEN FROM PARTICIPANT

WIC participants are responsible for their checks/CVV’s once they have received them from the WIC clinic. Checks/CVV’s that are lost, misplaced, destroyed, or stolen are not to be replaced unless one of the following situations has occurred:

Recognizable Criminal Act

- Defined as a loss with a minimum value of \$500, not including the value of the WIC checks/CVV’s (e.g., burglary or theft). A valid police report must verify claim of loss.

Major Catastrophe

- In case of a fire, the client needs to bring in some verification that there was a major fire: a Fire Investigation Report, a Fire Incident Report, or a newspaper clipping. If anyone on the WIC staff personally knows the circumstances of the fire, a verbal verification can be used to document the fire.
- Since the foods from previously redeemed checks/CVV’s will probably be destroyed in a fire or flood, you may need to replace checks/CVV’s that have already been redeemed. If the recipient’s next appointment is one or two weeks away, you may not need to replace the full food package.
- Void the appropriate checks/CVV’s and reissue them.
- Fill out a Check Audit form and send it to the State agency.
- Fill out the check/CVV register.
- Instruct the WIC participant that you are voiding the previous checks/CVV’s. If she/he happens to find that the checks/CVV’s were not destroyed, instruct the participant not to cash them to avoid having to reimburse the State for the amount of the checks/CVV’s.

Replacing Infant Checks

If a Responsible Adult/Authorized Signer reports infant checks lost or stolen (with a police report) follow these steps:

- Alert the Responsible Adult/Authorized Signer that there is a three (3) business day waiting period to replace lost/stolen checks.
- Refer to local food assistance programs as needed.
- After the three (3) business day waiting period, designated staff will call the State agency to report lost/stolen checks and see if the current month’s checks have cleared the bank.
- If checks reported lost/stolen have cleared the bank and the signature matches previous check redemption signatures on file, they will not be replaced.
- If checks have not cleared the bank, designated staff may replace each month of lost checks.
- Lost or stolen checks will only be replaced for the participant one time during the infant certification period.
- Designated staff must inform the Responsible Adult/Authorized Signer that he/she may be required to reimburse Idaho WIC either the dollar amount or quantity and type of items of a check if both a reportedly lost/stolen check and its replacement check are redeemed. The State agency will check bank files for each month checks have been replaced to see if both a reportedly lost/stolen check and its replacement check have cleared the bank and both checks’ signatures match previous check redemption signatures on file. Designated staff must complete a Check

Audit form and document that checks were reissued.

- If upon further investigation the checks appear to have been stolen and redeemed, the State agency will follow up on a case-by-case basis with the local agency Coordinator.
- If a scenario occurs that is not covered above, the local agency Coordinator may consult with the State agency on a case-by-case basis to review circumstances.

DAMAGED OR MUTILATED CHECKS/CVVS

If a WIC participant, Responsible Adult, Proxy or Authorized Signer can produce the damaged, mutilated, or washed checks/CVVs, the WIC clinic personnel should replace damaged checks or CVVs.

There are situations where the State agency can approve checks/CVVs to be replaced. Special circumstances need to be reviewed case by case by the local agency Coordinator in consultation with the State agency.

DIRECT BILL

POLICY

A Direct Bill is an alternative to issuing checks that is used in very limited circumstances when formula/nutritional cannot be purchased with WIC checks. The form replaces WIC checks and must be filled out completely by a local agency registered dietitian.

LIMITED USE

A Direct Bill is primarily used for exempt infant formula/WIC-eligible nutritionals not readily available in a grocery store. It can only be used for one month at a time.

VENDOR

The vendor must submit a legible copy of the Direct Bill with the original invoice to the State agency for payment.

PARAMETERS

The amount (include number and size of cans) and specific formula/nutritional(s) must be itemized under the appropriate section of the form.

The vendor will only be paid for what is listed. See the Idaho WIC Program Paraprofessional Training Manual for specific procedures.

REFERENCE

State policy

CHECK/CVV ISSUANCE

POLICY

WIC participants are eligible to receive 1-, 2-, or 3-month sets of checks/CVVs at each visit. Participants have the option to request and receive monthly check/CVV issuance, even if the local WIC agency has decided to schedule multi-month check/CVV issuance for all appropriate participants.

NOTE: The State WIC Office has the option to direct local agency staff to issue monthly checks/CVVs to a participant, for example, if the participant is under investigation for non-compliance.

The local WIC agency has the option to limit certain categories of participants to 1- or 2-month check/CVV issuance. If the local WIC agency decides to limit certain categories of participants, the local WIC agency will develop a written policy to include:

- A statement authorizing the Competent Professional Authority (CPA, CA) or local agency registered dietitian (RD) as the person responsible for determining participant eligibility for 1-, 2- or 3-month checks/CVVs.
- A list of participant characteristics which would require the participant to receive 1- or 2-month check/CVV issuance. Distinction should be made between participants able to receive 2-month versus 1-month checks/CVVs.
- A statement or notation describing the reason why a participant has been determined to receive 1- or 2-month check/CVV issuance.

NOTE: The policy and proposed revisions shall be submitted to the State agency for review prior to implementation. A copy of the policy will be on file at the local WIC agency.

JUSTIFICATION

The choice of 1-, 2-, or 3-month check/CVV issuance provides flexibility for participants and for clinic staffing. Multi-month check/CVV issuance can enhance clinic resources, participant satisfaction, and nutrition services because each check/CVV pick-up is associated with nutrition education.

PROCEDURE

Local WIC agency clinic(s) have on file the policy for 1-, 2-, or 3-month check/CVV issuance before implementing 3-month check/CVV issuance.

- Review participant's priority status, care plan and your local agency policy to determine appropriateness of 1-, 2-, or 3-month check/CVV issuance.
- Determine a proposed check/CVV pick-up schedule with the participant. It is recommended to schedule all family members according to the same check/CVV issuance schedule.
- Follow procedure for issuing checks/CVVs. In WIC ID Folder, place first month's checks/CVVs in first pocket (left side), second month's checks/CVVs in middle pocket, and third month's checks/CVVs in last pocket (right side) to avoid participant confusion. Local agency may wish to staple each month's checks/CVVs in upper left-hand corner to avoid checks/CVVs from other month(s) inadvertently getting mixed up.
- Advise participants that if they miss their next scheduled appointment or fail to reschedule, it may be necessary to adjust the check/CVV issuance schedule based on certification/re-certification scheduling.
- Advise participants who call in to change a scheduled appointment to let the receptionist know if they are receiving 1-, 2-, or 3-month checks/CVV.
- Advise participants that if their nutritional status changes, they may need to come in more frequently for WIC to provide better follow-up of care.
- Advise participants that 2- or 3-month check/CVV issuance is on a case-by-case basis decided by each local agency to better serve WIC participants and meet specific local agency requirements. Two- or 3-month check/CVV issuance is not one of their rights as a WIC participant.

CHECK/CVV ISSUANCE PARAMETER GUIDANCE

PARAMETERS

Rationale for limiting participant eligibility for multi-month check/CVV issuance will vary across the State. In writing the local WIC agency policy regarding 2- or 3-month check/CVV issuance, clinic staff may want to consider the following issues:

- Nutritionally high-risk participants: These participants may require a follow-up nutrition education contact with an RD or breastfeeding consultant more than once during a certification period. The RD may want to determine multi-month check/CVV issuance for these participants on a case-by-case basis.
- Pregnant women: The local WIC agency clinic may partner with another program to provide comprehensive prenatal services. Pregnant women may need to be scheduled monthly to coordinate with these services. Pregnant women who have not seen a health care provider may need to be seen monthly for better monitoring and follow-up of referral needs.
- Breastfeeding or postpartum women and their infants: Breastfeeding or postpartum women may need to be scheduled more frequently to ensure feeding is well established and supported during the first three to six months.
- Participants who missed their second nutrition education appointment or infants who missed the six-month health assessment: Reschedule the missed appointment as soon as possible and try to keep the participant on the same issuance schedule. If the appointment must be scheduled for the following month, the participant may need to change to a different issuance schedule (e.g., 1- or 2-month check/CVV issuance).
- Homeless participants
- Foster children in short term care: It may be beneficial to schedule these participants on a monthly basis.
- Participants receiving WIC-eligible nutritionals: No change to current policy. (Special circumstances per local agency Coordinator and/or RD discretion)
- Potential difficulty of participant/caregiver to manage multiple sets of checks: An example is the possibility of losing checks/CVVs or cashing checks/CVVs out of the valid date. The local agency registered dietitian (RD) or CPA may want to determine multi-month issuance for these participants on a case-by-case basis.
- Mailing checks/CVVs: Mailing WIC food checks is discouraged as it hinders the delivery of health nutrition education services. Checks/CVVs may be mailed for one month only issuance.
- Transfers from one clinic to another or from one state to another: No change to current policy.
- Changing food packages, formula intolerance, or returning formula: No change to current policy.
- Proxy check/CVV pick-up.
- Any check/CVV violations/sanctions or other issues related to check/CVV misuse.