



Guidelines for Special Authorizations

Special Auth Type:	Examples of When to Use:	Inactive Dates and Considerations:
MD Doc & RD Approval	<ul style="list-style-type: none"> • Any exempt infant formula • Any WIC-eligible nutritional • Tailoring with whole milk for children ages 2 to 5 and women • Any authorized supplemental food outside the participant's standard food package • Any infant formula prescribed to a child. (including Alternate 19 Kcal formula) 	<p>Will be active for 12 months or less as specified on the MD Doc for infant, children and women, or until a change in the amount or type of product is required or is no longer needed.</p> <p><i>You can enter the RD approval under the MD doc special auth to allow for this one date, but remember any participant who is receiving an exempt formula or a WIC-Eligible Nutritional MUST be seen by an RD at least once during their certification period.</i></p>
RD Approvals	<ul style="list-style-type: none"> • Milk Allergy • Severe Lactose Maldigestion • Underweight • Vegan Diets • Unsafe Drinking Water Or Inability To Properly Mix Infant Formula (Issuing RTF) • See The Summary Of Milk Issuance 	<p>Will be active until the next certification and will need to be re-evaluated for continued use at the next certification.</p> <p>NOTES:</p> <ul style="list-style-type: none"> * <i>Different milks would be the main reason for completing a separate RD Approval special Auth.</i> * <i>Partial BF packages requiring RTF formulas need to be completed with a direct bill.</i>
MD Doc	<ul style="list-style-type: none"> • Alternate (19Kcal) formulas for infants (See Formula Provided by Idaho WIC Program or the Product Guide) • VOC MDF (See policy IWPPM Ch. 7) 	<p>Will be active for 12 months or less as specified on the MD Doc for infant, children and women, or until a change in the amount or type of product is required or is no longer needed.</p> <p><i>Note: MD Doc/ MDF forms will need to be kept per policy in addition to entering the special auth.</i></p>

HOW TO DOCUMENT A DUAL MD DOC AND RD APPROVAL PRODUCT

Documenting an exempt formula or a WIC-Eligible Nutritional requires both special authorizations. To save time, document on the MD Doc screen and include the diagnosis, RD approval, and the RD's name who approved the MD doc.

Example below:

Add Special Authorization

Type*
MD Doc

Effective Date*
07/03/2019

MD Doc Status*
Written

Inactive Date*
07/03/020y

Reason*
Dx FTT, underweight, GI disorder, RD Approval- Sally Sue RDN, LD

SAVE CANCEL

NOTE: Sometimes two separate special Authorizations will be entered, example, the different milks.

Steps to follow for documenting RD Approval:

- ◆ Certifier can obtain a verbal approval from the RD.
- ◆ Certifier should enter the verbal approval Special Authorization– RD Approval in WISPr.
- ◆ RD must have written documentation in WISPr approving the request to support the initial verbal approval.

NOTE: The State recommends completion of the documentation within 24 hours.

If the RD enters the special Authorization– RD Approval into WISPr, no further documentation is required, unless required with the NRC or RD referral.

Documents to assist:

1. The Summary of Milk Issuance: found [here](#) (or on the WIC Website– Staff– Training– Training Links– Food Package Changes)
2. Formula Provided by Idaho WIC Program: found [here](#) (or on the WIC website– Staff– Formula Handbook)
3. Product Guide: found [here](#) (or on the WIC website– Staff– Formula Handbook)
4. QRC for Special Authorization: found [here](#) (or the WIC website > eWIC > Staff > QRC's > *Special Authorization*)
5. Here is a [link](#) to the document that shows all NRCs that require RD routes.

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IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH