

WASHINGTON STATE WIC POLICY AND PROCEDURE MANUAL



Washington State WIC
Nutrition Program

VOLUME 1, CHAPTER 23

WIC Foods

DRAFT

This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn't discriminate.

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER WASHINGTON



DRAFT: Effective 10/3/2016

TABLE OF CONTENTS

Section 1 - Food Package Overview1

- Food Packages1
- Food for Infants Birth to One Month6
- Food for Infants One Month through Three Months8
- Food for Infants Four Through Five Months11
- Food for Infants Six to Twelve Months14
- Issuing Formula to Breastfeeding Infants18
- Food for Infants in the Month They Turn One Year Old21
- Food for Children 1 to 2 Years23
- Providing 2% Milk to a 1 to 2 Year Old Child24
- Food for Children 2 to 5 Years26
- Food for Pregnant Women28
- Food for Pregnant Women with Multiples30
- Food for Pregnant Women who Partially Breastfeed an Infant32
- Food for Fully Breastfeeding Women36
- Food for Women Fully Breastfeeding Multiples40
- Food for Partially Breastfeeding Women44
- Food for Women Partially Breastfeeding Multiples47
- Food for Breastfeeding Women Needing More than Half a Full Formula Food Package 50
- Foods for Postpartum Women52

Section 2 - Policies on Infant Formula54

- Ready-to-Feed Infant Formula54
- Returned WIC Food and Formula56
- Substituting Cheese, Tofu and Soy Beverage60

Section 3 - Customizing Food Packages62

- Reducing Food Packages62
- Food for Clients with Inadequate Cooking Facilities, Storage or Refrigeration63

Section 4 - Appendix65

- Food Package Names
- Washington State WIC Approved Formulas
- Returned WIC Formula Donation Record
- Returned WIC Food Donation Record

DRAFT

POLICY: Food Packages

A Competent Professional Authority, CPA, must:

1. Assess a client's needs.
2. Assign a food package, considering the client's category, age, and needs.
3. Assure the amount of supplemental foods issued doesn't exceed the maximum amounts allowed by federal regulation.
4. Assign the food package at the Enroll Infant (EN) appointment when the caregiver requests a therapeutic formula or alternate formula.
5. Assess the food package of all infants at the Certification Completion (CC) appointment.
6. Assign a customized food package upon client or caregiver request, or with a prescription.

All staff are allowed to assign:

1. The standard food package to pregnant women at the Presume Eligible (PE) appointment.
2. Any standard formula to a fully formula feeding infant at the EN appointment.

Note: The State WIC Nutrition Consultant determined a default food package that works for most clients.

Staff must tell the client or caregiver that food or formula purchased with WIC checks and WIC fruit and vegetable checks is for the client only.

Note: Selling WIC food or formula, or attempting to sell it, is against program rules. State WIC staff can disqualify clients or caregivers found breaking this program rule for up to one year and require repayment for food and formula received. The client or caregiver can bring excess food or formula to the clinic with the exception of fresh fruits and vegetables, foods needing refrigeration or open or damaged containers of food and formula.

See the following for more information:

- [“Returned WIC Food and Formula”](#) policy in this chapter
- [Returned WIC Formula Donation Record](#)
- [Returned WIC Food Donation Record](#)
- [Volume 1, Chapter 2 – Program Compliance](#)

Clients or caregivers have the option to:

1. Buy less food than amounts listed on the WIC check.

2. Pay the extra amount when the purchase of fresh fruits and vegetables exceeds the dollar amount on the WIC fruit and vegetable check.

See [Volume 1, Chapter 22 - WIC Checks](#).

Note: Federal regulations define supplemental foods as “foods containing nutrients determined to be beneficial for pregnant, breastfeeding, and postpartum women, infants and children, and foods that promote the health of the population served by the program, as indicated by relevant nutrition science, public health concerns, and cultural eating patterns.”

PROCEDURE:

The CPA:

- A. Assesses if the standard food package meets the client’s needs.
 - Client Services defaults to a standard food package for each client category.
- B. Makes changes to the standard food package taking into consideration the following:
 1. Category.
 2. Age.
 3. Feeding method for infant.
 4. The kinds and amounts of foods.
 5. Nutritional concerns.
 6. Food preferences.
 7. Storage and cooking facilities.
 8. Transportation issues.
 9. Any other concerns that would affect the food package prescription.
- C. Assigns the food packages for presumed eligible pregnant women when a change in the standard food package is necessary.
- D. Assigns the food package for enrolled formula feeding infants when a therapeutic formula or alternate formula is appropriate.
- E. Assesses the food package for enrolled infants and presumed eligible pregnant women at the certification completion appointment and makes any changes as needed.
- F. Presses the finish button on a certification wizard in Client Services. This records the name of the staff member who assigned the food package.

Information:

The WIC food packages are:

- Based on the Dietary Guidelines for Americans.
- Based on recommendations from the American Academy of Pediatrics.
- Designed to promote and support successful long-term breastfeeding.
- Created to offer WIC clients a wide variety of food.
- Flexible to meet a client's cultural food preferences.

Note: See www.doh.wa.gov/wicfoods for information about Washington State WIC approved foods.

DRAFT

Maximum Monthly Amount of Supplemental Foods for Infants

Age and Feeding Method	Formula	Infant Cereal	Infant Fruits and Vegetables	Infant Meat
Fully Breastfed				
0 thru 5 Months	None	None	None	None
6 to 12 Months	None	24 oz.	64 – 4 oz. containers	31 – 2.5 oz. containers
Partially Breastfed				
1 thru 3 Months	364 fl. oz. reconstituted liquid concentrate 384 fl. oz. Ready-to-Feed 435 fl. oz. reconstituted powder	None	None	None
4 thru 5 Months	442 fl. oz. reconstituted liquid concentrate 448 fl. oz. Ready-to-Feed 522 fl. oz. reconstituted powder	None	None	None
6 to 12 Months	312 fl. oz. reconstituted liquid concentrate 320 fl. oz. Ready-to-Feed 384 fl. oz. reconstituted powder	24 oz.	32 – 4 oz. containers	None
Some Breastfed*				
0 thru 3 Months	Up to amounts for Fully Formula	None	None	None
4 thru 5 Months	Up to amounts for Fully Formula	None	None	None
6 to 12 Months	Up to amounts for Fully Formula	24 oz.	32 – 4 oz. containers	None
Fully Formula Fed				
0 thru 3 Months	823 fl. oz. reconstituted liquid concentrate 832 fl. oz. Ready-to-Feed 870 fl. oz. reconstituted powder	None	None	None
4 thru 5 Months	896 fl. oz. reconstituted liquid concentrate 913 fl. oz. Ready-to-Feed 960 fl. oz. reconstituted powder	None	None	None
6 to 12 Months	630 fl. oz. reconstituted liquid concentrate 643 fl. oz. Ready-to-Feed 696 fl. oz. reconstituted powder	24 oz.	32 – 4 oz. containers	None

Note: An infant, age 1 to 12 months, defined as “Some BF” receives more than half the amount of formula in an infant formula food package. After a Breastfeeding Review, the CPA issues the minimum amount of formula to meet the needs of the infant and support breastfeeding.

The number of cans of formula are listed on the following tables: [“Food for Infants Birth to Three Months”](#), [“Food for Infants 4 to 5 Months”](#), and the [“Food for Infants 6 to 12 Months”](#).

Maximum Monthly Amount of Supplemental Foods for Children and Women

Foods	Children	Women		
	1 to 5 years	Pregnant Partially Breastfeeding (up to 1 year postpartum)	Postpartum (up to 6 months postpartum) Some Breastfeeding (up to 6 months postpartum)	Fully Breastfeeding (up to 1 year postpartum) * Partially Breastfeeding Multiples Partially breastfeeding and pregnant (up to 1 year postpartum) Pregnant with Multiples
Juice	2 - 64 ounce plastic bottles	3 - 11.5 or 12 ounce frozen or 46 ounce cans or plastic bottles	2 - 11.5 or 12 ounce frozen or 46 ounce cans or plastic bottles	3 - 11.5 or 12 ounce frozen or 46 ounce cans or plastic bottles
Milk	16 quarts	22 quarts	16 quarts	24 quarts
Breakfast cereal	36 ounces	36 ounces	36 ounces	36 ounces
Cheese 3 qts milk = 1 pound cheese	No more than 1 pound	No more than 1 pound	No more than 1 pound	1 pound plus no more than 2 additional pounds
Eggs	1 dozen	1 dozen	1 dozen	2 dozen
Fresh fruits and vegetables	\$8.00	\$11.00	\$11.00	\$11.00
Whole grain choices	2 pounds	1 pound	N/A	1 pound
Tuna or salmon, Canned	N/A	N/A	N/A	30 ounces
Dried beans, peas, lentils or Peanut butter	1 pound or 1 jar 16-18 ounces	2 pounds or 2 jars 16-18 ounces or 1 each	1 pound or 1 jar 16-18 ounces	2 pounds or 2 jars 16-18 ounces or 1 each

Note: Women fully breastfeeding multiples receive 1 ½ times the amount of food in a fully breastfeeding food package.

POLICY: Food for Infants Birth to One Month

Staff must:

- Support successful establishment of breastfeeding.
- Provide ongoing breastfeeding support to meet the needs of breastfeeding women and their infants.

Staff must not routinely issue formula to breastfeeding infants, age birth to one month.

When a woman asks for formula for her breastfeeding infant during the first month (up to the day of the one month birthday), staff trained in breastfeeding support must complete a Breastfeeding Review. If formula is needed, the CPA issues the minimum number of cans of formula to support the breastfeeding pair.

See [Volume 1, Chapter 15 – Breastfeeding](#) for guidance on who can do a Breastfeeding Review and how to complete a Breastfeeding Review.

Note: See the “[Issuing Formula to Breastfeeding Infants](#)” policy in this chapter when the breastfeeding woman asks for formula for her infant.

For fully formula feeding infants, age birth to one month, staff must:

1. Issue checks for the Formula 0 thru 3 Months Food Package.
2. Provide iron fortified formula.

Note: The number of cans of iron fortified formula depends on the brand of formula and physical form (powder, liquid concentrate, ready-to-feed). A fully formula feeding infant would receive 9 cans of Similac Advance powder.

PROCEDURE:

A. For breastfeeding infants, the CPA:

1. Provides breastfeeding support.
2. Completes a Breastfeeding Review when the breastfeeding woman asks for formula for her infant.

Note: WIC staff or non WIC staff trained in breastfeeding support or a trained peer counselor may do a Breastfeeding Review. See [Volume 1, Chapter 15 – Breastfeeding](#).

- a. Talks about the negative effect that using formula has on breastmilk production.

- b. Determines the need for formula.
- c. Issues a minimum amount of formula to support continued breastfeeding.
- d. Documents “Fully Formula Feeding” as the feeding method when staff issue any amount of formula to a breastfeeding infant in the first month of life.
- e. Follows these procedures when the woman hasn’t received a Fully BF Food Package:
 1. Select a Formula 0 thru 3 Month Food Package for the infant and issue the minimum amount of formula to meet the needs of the breastfeeding pair.
 2. Select and issue the Pregnant Food Package for the woman who was on WIC during pregnancy.
 3. Select and issue the Postpartum Food Package for the woman who wasn’t on WIC during pregnancy.
- f. Follows these procedures when the woman has received and used some or all checks for a Fully BF Food Package:
 1. Select a Some BF 0 to 1 Month Food Package for the infant and issue one can of powder formula as allowed by federal regulation.

Note: In the rare case when the breastfeeding infant needs formula in the first month of life, best practice is to:

 - Issue only one set of checks.
 - Schedule an appointment for the following month to see how breastfeeding is going.

B. For infants who receive formula, the CPA:

1. Documents “Fully Formula Feeding” as the feeding method for the enrolled infant.
2. Explains that WIC doesn’t supply all the formula to meet an infant’s nutritional needs each month. Tells mom that she may need to buy some cans of formula each month especially as her infant gets older.
3. Tells the caregiver how to store, mix, and keep the formula safe after it has been prepared.
4. Determines the appropriate food package.

POLICY: Food for Infants One Month through Three Months

For fully breastfeeding infants, staff must provide breastfeeding support to meet the needs of the woman and her infant. Staff must not routinely issue formula.

When a woman asks for formula for her breastfeeding infant, staff trained in breastfeeding support must complete a Breastfeeding Review. If formula is needed the CPA issues the minimum number of cans of formula to support the breastfeeding pair.

See [Volume 1, Chapter 15 – Breastfeeding](#) for guidance on who can do a Breastfeeding Review and how to complete a Breastfeeding Review.

For partially breastfeeding infants, who need no more than half the amount of a full formula food package, the CPA must:

1. Select the Partially BF 1 thru 3 Months Food Package.
2. Issue the minimum amount of formula required.

For infants doing some breastfeeding, who need more than half the amount of a full formula food package, the CPA must:

1. Select the Some BF 1 thru 3 Months Food Package.
2. Issue the minimum amount of formula required.

For fully formula fed infants, staff must:

1. Select the Formula 0 thru 3 Months Food Package.
2. Provide formula.

Note: Powder formula is the preferred physical form of formula to provide to the breastfeeding infant. The number of cans of iron fortified formula depends on the brand of formula and physical form (powder, liquid concentrate, ready-to-feed). A fully formula feeding infant age birth through 3 months would receive 9 cans of Similac Advance powder.

PROCEDURE:

A. For breastfeeding infants, the CPA:

1. Provides breastfeeding support to meet the needs of the woman and her infant.
2. Completes a Breastfeeding Review when the breastfeeding woman asks for formula for her infant.

Note: WIC staff or non WIC staff trained in breastfeeding support or a trained peer counselor may do a Breastfeeding Review. See [Volume 1, Chapter 15 – Breastfeeding](#).

- a. Talks about the negative effect that using formula has on breastmilk production.
 - b. Determines the need for formula.
 - c. Explains that fully breastfeeding women receive the full amount of food. The woman will receive a smaller food package if she accepts formula from WIC for her infant.
 - d. Issues a minimum amount of formula to support the breastfeeding pair when providing formula.
- B. For infants who receive formula, the CPA:
- 1. Explains that WIC doesn't supply all the formula to meet an infant's nutritional needs each month. Tells mom that she may need to buy some cans of formula each month especially as her infant gets older.
 - 2. Tells the caregiver how to store, mix, and keep the formula safe after it has been prepared.
 - 3. Determines the appropriate food package.

**Maximum Monthly Amount of Supplemental Foods for
Formula Feeding Infants Birth through 3 Months**

Standard Formulas <i>All are iron fortified</i>	Unit	Maximum # of Cans for fully formula fed infants birth through 3 months	Maximum # of Cans for partially breastfed infants 1 through 3 months
Powder Formulas			
Similac Advance (milk-based)	12.4 ounces	9	4
Good Start Soy (soy-based)	12.9 ounces	9	4
Concentrate Formulas			
Similac Advance (milk-based)	13 ounces	31	14
Good Start Soy (soy-based)	12.1 ounces	34	16
Ready-To-Feed Formulas			
Similac Advance (milk-based)	1 QT RTF	26	12
Good Start Soy (soy-based)	8.45 ounces (4 cartons per pack)	96 (24 four packs)	44 (11 four packs)
Alternate Contract Formulas <i>All are iron fortified and 19 calories per fluid ounce</i>			
Similac Sensitive	12 oz. powder	9	4
	1 QT RTF	26	12
Similac for Spit-Up	12 oz. powder	9	4
	1 QT RTF	26	12
Similac Total Comfort	12 oz. powder	9	4
Therapeutic Formulas <i>All are iron fortified</i>			
Similac NeoSure	13.1 oz. powder	10	5
	1 QT RTF	26	12
Similac Alimentum	12.1 oz. powder	10	5
	1 QT RTF	26	12
Gerber Extensive HA	14.1 oz. powder	9	4
Enfamil EnfaCare	12.8 oz. powder	10	5
	8 ounces RTF	102	48
	(6 bottles per pack)	(17 six packs)	(8 six packs)
Enfamil Nutramigen	12.6 oz. powder	10	5
	13 oz. concentrate	31	14
	1 QT RTF	26	12

POLICY: Food for Infants Four through Five Months

For breastfeeding infants, staff must provide breastfeeding support to meet the needs of the woman and her infant. Staff must not routinely issue formula.

When a woman asks for formula for her breastfeeding infant, staff trained in breastfeeding support must complete a Breastfeeding Review. If formula is needed the CPA issues the minimum number of cans of formula to support the breastfeeding pair.

See [Volume 1, Chapter 15 – Breastfeeding](#) for guidance on who can complete a Breastfeeding Review and how to complete a Breastfeeding Review.

For partially breastfeeding infants, who need no more than half the amount of a full formula food package, the CPA must:

1. Select the Partially BF 4 thru 5 Months Food Package.
2. Issue the minimum amount of formula required.

For infants doing some breastfeeding, who need more than half the amount of a full formula food package, the CPA must:

1. Select the Some BF 4 thru 5 Months Food Package.
2. Issue the minimum amount of formula required.

For fully formula fed infants, staff must:

1. Select the Formula 4 thru 5 Months Food Package.
2. Provide formula.

Note: Powder formula is the preferred physical form of formula to provide to the breastfeeding infant. The number of cans of formula depends on the brand of formula and physical form (powder, liquid concentrate, ready-to-feed). A fully formula feeding infant age four through five months would receive 10 cans of Similac Advance powder.

PROCEDURE:

A. For breastfeeding infants the CPA:

1. Provides breastfeeding support to meet the needs of the woman and her infant.
2. Completes a Breastfeeding Review when the breastfeeding woman asks for formula for her infant.

Note: WIC staff or non WIC staff trained in breastfeeding support or a trained peer counselor may do a Breastfeeding Review. See [Volume 1, Chapter 15 – Breastfeeding](#).

- a. Talks about the negative effect that using formula has on breastmilk production.
 - b. Explains that fully breastfeeding women receive the full amount of food. The woman will receive a smaller food package if she accepts formula from WIC for her infant.
 - c. Determines the need for formula.
 - d. Issues a minimum amount of formula to support the breastfeeding pair when providing formula.
- B. For infants who receive formula, the CPA:
1. Explains that WIC doesn't supply all the formula to meet an infant's nutritional needs each month. Tells mom that she may need to buy some cans of formula each month especially as her infant gets older.

Note: To help meet the nutritional needs of infants, formula fed infants age 4 thru 5 months receive one additional can of formula. The amount decreases in the month the infant turns 6 months of age.
 2. Tells the caregiver how to store, mix, and keep the formula safe after it has been prepared.
 3. Determines the appropriate food package.

**Maximum Monthly Amount of Supplemental Food for
Formula Feeding Infants 4 through 5 Months**

Formula Feeding Infants 4 through 5 Months Standard Formulas <i>All are iron fortified</i>	Unit	Maximum # of Cans for fully formula fed infants 4 through 5 months	Maximum # of Cans for partially breastfed infants 4 through 5 months
Powder Formulas			
Similac Advance (milk-based)	12.4 ounces	10	5
Good Start Soy (soy-based)	12.9 ounces	10	5
Concentrate Formulas			
Similac Advance (milk-based)	13 ounces	34	17
Good Start Soy (soy-based)	12.1 ounces	37	19
Ready-To-Feed Formulas			
Similac Advance (milk-based)	1 QT RTF	28	14
Good Start Soy (soy-based)	8.45 ounces (4 cartons per pack)	108 (27 four packs)	56 (14 four packs)
Alternate Contract Formulas <i>All are iron fortified and 19 calories per fluid ounce</i>			
Similac Sensitive	12 oz. powder 1 QT RTF	10 28	5 14
Similac for Spit-Up	12 oz. powder 1 QT RTF	10 28	5 14
Similac Total Comfort	12 oz. powder	10	5
Therapeutic Formulas <i>All are iron fortified</i>			
Similac NeoSure	13.1 oz. powder 1 QT RTF	11 28	6 14
Similac Alimentum	12.1 oz. powder 1 QT RTF	11 28	6 14
Gerber Extensive HA	14.1 oz. powder	10	5
Enfamil EnfaCare	12.8 oz. powder 8 ounces RTF (6 bottles per pack)	11 114 (19 six packs)	6 54 (9 six packs)
Enfamil Nutramigen	12.6 oz. powder 13 oz. concentrate 1 QT RTF	11 34 28	6 17 14

POLICY: Food for Infants Six to Twelve Months

For fully breastfeeding infants, staff must:

1. Issue checks for the Fully BF 6 to 12 Months Food Package which includes infant cereal, infant fruits, infant vegetables and infant meat.
2. Provide breastfeeding support to meet the needs of the mother and her infant.
3. Not routinely issue formula.

When a woman asks for formula for her breastfeeding infant, staff trained in breastfeeding support must complete a Breastfeeding Review. If formula is needed the CPA issues the minimum number of cans of formula to support the breastfeeding pair.

See [Volume 1, Chapter 15 – Breastfeeding](#) for guidance on who can do a Breastfeeding Review and how to complete a Breastfeeding Review.

For partially breastfeeding infants, who need no more than half the amount of a full formula food package, the CPA must:

1. Select the Partially BF 6 to 12 Months Food Package which includes iron fortified formula, infant cereal, infant fruits and infant vegetables.
2. Issue the minimum amount of formula required.

For infants doing some breastfeeding, who need more than half the amount of a full formula food package, the CPA must:

1. Select the Some BF 6 to 12 Months Food Package which includes iron fortified formula, infant cereal, infant fruits and infant vegetables.
2. Issue the minimum amount of formula required.

For fully formula fed infants, staff must:

1. Select the Formula 6 to 12 Months Food Package which includes iron fortified formula, infant cereal, infant fruits and infant vegetables.

Note: Powder formula is the preferred physical form of formula to provide to the breastfeeding infant. The number of cans of formula depends on the brand of formula and physical form (powder, liquid concentrate, ready-to-feed). A fully formula feeding infant age six to twelve months would receive 7 cans of Similac Advance, powder.

PROCEDURE:

A. For breastfeeding infants, the CPA:

1. Provides breastfeeding support to meet the needs of the woman and her infant.

2. Completes a Breastfeeding Review when the breastfeeding woman asks for formula for her infant.

Note: WIC staff or non WIC staff trained in breastfeeding support or a trained peer counselor may do a Breastfeeding Review. See [Volume 1, Chapter 15 – Breastfeeding](#).

- a. Talks about the negative effect that using formula has on breastmilk production.
 - b. Explains that fully breastfeeding women receive the full amount of food. The breastfeeding woman will receive a smaller food package if she accepts formula from WIC for her infant.
 - c. Determines the need for formula.
 - d. Issues a minimum amount of formula to support the breastfeeding pair when providing formula.
3. Educates the caregiver about how to use and keep infant fruits and vegetables and infant meat safe.

B. For infants who receive formula, the CPA:

1. Explains that WIC doesn't supply all the formula to meet her infant's nutritional needs each month. Tells mom that she may need to buy some cans of formula each month.
2. Educates the caregiver about how to use and keep infant fruits and vegetables safe.
3. Tells the caregiver how to store, mix, and keep the formula safe after it has been prepared.

C. For all infants, the CPA:

1. Explains that infants, age 6 to 12 months, receive infant cereal, infant fruits, and infant vegetables. Infants who aren't fully breastfed receive only the amount of formula they need to support breastfeeding.
2. Assesses the need to reduce the client's foods to meet the client's nutrition needs and caregiver preferences.
3. Determines the appropriate foods to meet the needs of the client.

Note: WIC defines "6 to 12 months" as "in the month the infant turns 6 months old until the day of the first birthday".

**Maximum Monthly Amount of Supplemental Foods for
Formula Feeding Infants 6 to 12 Months**

Standard Formulas <i>All are iron fortified</i>	Unit	Maximum # of Cans for fully formula fed infants 6 to 12 months	Maximum # of Cans for partially breastfed infants 6 to 12 months
Powder Formulas			
Similac Advance (milk-based)	12.4 ounces	7	4
Good Start Soy (soy-based)	12.9 ounces	7	4
Concentrated Formulas			
Similac Advance (milk-based)	13 ounces	24	12
Good Start Soy (soy-based)	12.1 ounces	26	13
Ready-To-Feed Formulas			
Similac Advance	1 QT RTF	20	10
Good Start Soy	8.45 ounces (4 cartons per pack)	76 (19 four packs)	40 (10 four packs)
Alternate Contract Formulas <i>All are iron fortified and 19 calories per fluid ounce</i>			
Similac Sensitive	12 oz. powder 1 QT RTF	7 20	4 10
Similac for Spit-Up	12 oz. powder 1 QT RTF	7 20	4 10
Similac Total Comfort	12 oz. powder	7	4
Therapeutic Formulas <i>All are iron fortified</i>			
Similac NeoSure	13.1 oz. powder 1 QT RTF	8 20	4 10
Similac Alimentum	12.1 oz. powder 1 QT RTF	8 20	4 10
Gerber Extensive HA	14.1 oz. powder	7	4
Enfamil EnfaCare	12.8 oz. powder 8 ounces RTF (6 bottles per pack)	8 78 (13 six packs)	4 42 (7 six packs)
Enfamil Nutramigen	12.6 oz. powder 13 oz. concentrate 1 QT RTF	8 24 20	4 12 10

Call state staff to get permission to issue PediaSure to infants.

See [Volume 1, Chapter 24 - WIC Prescriptions](#) for more information.

Maximum Monthly Amount of Supplemental Foods for Infants 6 to 12 Months

Food	Feeding Method	Maximum Amount 6 to 12 months
Infant Cereal	All infants 6 to 12 months	24 ounces
Infant Fruits and Infant Vegetables	Fully Breastfeeding Partially Breastfeeding, Some Breastfeeding & Formula fed	64 - 4 ounces containers 32 - 4 ounces containers
Infant Meats	Fully Breastfeeding	31 – 2.5 ounces containers

POLICY: Issuing Formula to Breastfeeding Infants

For all breastfeeding infants, staff must provide breastfeeding support to meet the needs of the woman and her infant. Staff must not routinely issue formula.

When a woman asks for formula for her breastfeeding infant, staff trained in breastfeeding support must complete a Breastfeeding Review. If formula is needed the CPA issues the minimum number of cans of formula to support the breastfeeding pair.

Note: WIC staff or non WIC staff trained in breastfeeding support or a trained peer counselor may do a Breastfeeding Review. The CPA must assign the food package. See [Volume 1, Chapter 15 – Breastfeeding](#).

When staff aren't available to do the Breastfeeding Review and assign the food package, staff:

1. Must not issue formula or increase the amount of formula.
2. Schedule the client for a Breastfeeding Review.

Note: A Breastfeeding Review may be done on the phone.

After completing the Breastfeeding Review, the CPA must select the appropriate food package for the infant based on the infant's age and the amount of breastfeeding.

1. In the rare case when the breastfeeding infant age birth up to the day of the one month birthday needs any amount of formula:
 - a. Talk with the breastfeeding woman about the negative effect that formula supplementation has on breastmilk production.
 - b. Select a Formula 0 thru 3 Month Food Package for the infant and issue the minimum amount of formula to meet the needs of the breastfeeding pair.
 - c. Issue the mom the appropriate food package; either a Pregnant Food Package if she was on WIC during the pregnancy or the Postpartum Food Package if she wasn't on WIC during pregnancy.
 - d. Select a Some BF 0 to 1 Month Food Package for the infant and issue one can of powder formula when the mom has received and used some or all checks for a Fully BF Food Package, as per federal regulation.

Note: When the breastfeeding infant needs formula in the first month of life, best practice is to issue only one set of checks.

2. For partially breastfeeding infants age one to 12 months who need no more than half the amount of a full formula food package, the CPA assigns the Partially BF Food Package.
3. For some breastfeeding infants age one to 12 months who need more than half the amount of a full formula food package, the CPA assigns the Some BF Food Package. The CPA may assign up to the same amount of formula in a full formula food package.

The CPA must tell the client to tell WIC staff when she needs breastfeeding support or when her infant is no longer breastfeeding.

PROCEDURE:

The CPA:

- A. Supports ongoing breastfeeding.
- B. Talks about the negative effect that using formula has on breastmilk production especially if the infant is less than one month old.
- C. Completes a Breastfeeding Review or works with staff who does Breastfeeding Review to determine the minimal amount of formula needed, if any, to meet the needs of the infant and mother.
- D. Explains how the breastfeeding food package changes if she accepts any formula for her infant.
 1. A fully breastfeeding woman receives the most food and most food choices.
 2. The partially breastfeeding woman receives a smaller food package equal to the Pregnant Food Package.
 3. The breastfeeding woman who continues to do some breastfeeding but is receiving more than half the amount of formula in an infant food package for her infant age 1 through 6 months, receives a food package equal to the Postpartum Food Package.
 4. The breastfeeding woman, whose infant age 7 to 12 months receives more than half the amount of formula in an infant food package, doesn't receive WIC checks. She is assigned a Some BF 7 to 12 Months Food Package and continues to be counted as participating and supported as a breastfeeding woman.
- E. Issues powder formula as the preferred type when supplementing the breastfeeding infant.
- F. Issues the minimum amount of formula that meets the needs of the breastfeeding pair.

Note: Refer to these policies in this chapter: “[Food for Infants One through Three Months](#)”, “[Food for Infants Four through Five Months](#)”, and “[Food for Infants Six to Twelve Months](#).” A “Maximum Monthly Amount of Supplemental Food for Formula Fed Infants” table is at the end of each policy.

G. Follows the procedures listed above when a breastfeeding woman returns within the same month to request additional formula and her infant hasn’t received the maximum amount allowed. For example, staff support ongoing breastfeeding, complete the Breastfeeding Review and provide the minimum amount of formula needed.

1. When the client returns the following month asking for additional formula, issue the amount needed in the current month’s checks.

Example: A client received two cans of infant formula on May 25th. She asked for two additional cans of formula for her partially breastfeeding infant on June 5th. After a breastfeeding review, the CPA issued 2 additional cans of formula using the original May 25th start date.

H. Tells the woman to call WIC if her infant is no longer breastfeeding or if she needs additional breastfeeding support.

Note: Most mothers call the clinic requesting formula when breastfeeding has stopped. If the breastfeeding woman has already received checks for the month breastfeeding has stopped, she may keep them. Staff must void checks for future months.

Information:

In all cases, encourage the breastfeeding woman to continue breastfeeding.

POLICY: Food for Infants in the Month They Turn One Year Old

In the month an infant turns 12 months old, the CPA must determine and issue the appropriate food package based on the age and the nutritional needs of the client.

1. For infants who haven't reached the first birthday, staff must issue an infant food package based on the amount of breastfeeding.
2. For children who have reached the first birthday, staff must issue a Child 1 Year Food Package.

Children, ages 1 to 5, must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider to receive formula. See [Volume 1, Chapter 24 - WIC Prescriptions](#).

PROCEDURE:

The CPA:

- A. Determines the age and needs of the client before issuing checks.
- B. Has the option to schedule the recertification appointment after the child's first birthday for caregivers requesting a Child 1 Year Food Package.

Note: Staff have the option to schedule the recertification appointment in the 13th month when the food package will automatically change to a Child 1 Year Food Package.

- C. Explains to the fully or partially breastfeeding woman that when her child turns 12 months old and receives a Child 1 Year Food Package, she will no longer receive WIC checks.

Note: The eligibility period for breastfeeding women and infants goes through the end of the month the infant turns one year old. The food package changes on the day of the infant's first birthday.

- D. Talks about the foods the child receives and how they contribute to a healthy diet.
- E. Tells the clients how to purchase, safely prepare, and store the foods.
- F. Determines the appropriate foods to meet the needs of the client.

Food Packages in the Month the Child Turns One Year Old

In the month the child turns one year old	Food package	Comments
Fully <u>formula</u> feeding infant receiving checks before 1 year birth date	Formula 6 to 12 Months	Caregiver has the option to return the complete set of formula checks after one year birth date to have checks replaced with child's food package.
Fully <u>formula</u> feeding infant receiving checks on the day of or <u>after</u> one year birth date	Child 1 Year	A medical provider must complete a WIC Medical Documentation Form with a qualifying medical diagnosis for any child requiring formula. See Volume 1, Chapter 24 – WIC Prescriptions .
<u>Partially breastfeeding</u> infant receiving checks <u>before</u> one year birth date	Partially BF 6 to 12 Months	The breastfeeding woman receives checks.
<u>Some breastfeeding</u> infant receiving checks <u>before</u> one year birth date	Some BF 6 to 12 Months	The breastfeeding woman <u>doesn't</u> receive checks.
<u>Partially</u> or <u>some breastfeeding</u> infant receiving checks on the day of or <u>after</u> one year birth date	Child 1 Year	The breastfeeding woman <u>doesn't</u> receive checks.
<u>Fully Breastfeeding</u> infant receiving checks <u>before</u> one year birth date	Fully BF 6 to 12 Months	The breastfeeding woman <u>receives</u> checks.
<u>Fully Breastfeeding</u> infant receiving checks on the day of or <u>after</u> one year birth date	Child 1 Year	The breastfeeding woman <u>doesn't</u> receive checks.

POLICY: Food for Children Ages One to Two Years

Children ages one to two years receive a Child 1 Year Food Package.

The Child 1 Year Food Package includes whole milk, cheese, eggs, breakfast cereal, juice, fresh fruits and vegetables, whole grain choices and peanut butter or dried legumes.

The CPA must assess the nutritional needs of the child and assign the appropriate foods.

Note: The default food package includes one pound of cheese. The CPA has the option to remove one pound of cheese and add 3 quarts of milk or other milk substitutes.

When there is a concern about overweight or obesity 2% milk is allowed. Refer the client to the WIC Registered Dietitian (RD) for an assessment. See the "[Providing 2% Milk to a One to Two Year Old Child](#)" policy in this chapter.

Children one to two years of age must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider when needing any of the following:

1. Standard formula.
2. Therapeutic formula.
3. Medical foods or medical formula.
4. Any food when a medical provider prescribes a standard formula, therapeutic formula or medical food or medical formula.

See [Volume 1, Chapter 24 - WIC Prescriptions](#) for more information.

PROCEDURE:

The CPA:

- A. Talks about the foods the child receives and how they contribute to a healthy diet.
- B. Explains that WIC doesn't supply all the food to meet the child's nutritional needs each month.
- C. Has a conversation with the caregiver about how to purchase, safely prepare, and store the foods.
- D. Determines the appropriate foods to meet the needs of the client.
 1. Refers the client to the WIC Registered Dietitian for a nutrition assessment when there is a concern about overweight or obesity and there is a need to assess 2% as an option.

POLICY: Providing 2% Milk to a One to Two Year Old Child

The WIC Registered Dietitian (WIC RD) may provide 2% milk for a child 1 – 2 years of age when there is a concern about overweight or obesity. A prescription isn't required.

1. The WIC RD must complete a nutrition assessment and determine if 2% milk is appropriate.
 - The WIC RD may consult with the child's medical provider if needed.
2. Staff can only provide 2% milk for the child after the WIC RD completes and documents the nutrition assessment.
 - WIC can't provide 1% or nonfat milk for children between 1 – 2 years of age.

Staff can't provide 2% milk based only on caregiver preference.

- If the caregiver requests 2% milk for a child 1 – 2 years of age, the CPA shares information about why fat is important for brain development and rapid growth. See the Information section.
- Staff may refer the child to the WIC RD for a nutrition assessment.

PROCEDURE:

The WIC RD:

- A. Completes a nutrition assessment that includes:
 1. Assessing the child's growth pattern.
 - In most cases, the child will have the risk "Weight/Length \geq 98th (< 24 Months)", but isn't required.
 2. Asking about family history of obesity, cardiovascular disease, or high cholesterol.
 3. Completing a dietary assessment.
 4. Exploring activity level and screen time.
- B. Consults with the child's medical provider if appropriate.
- C. Has a conversation about the importance of fat in milk for brain development and rapid growth.

- D. Determines if 2% milk is appropriate and confirms the caregiver is open to this option.
- E. Documents the assessment in the High Risk Care Plan or on the Notes tab.

Note: The RD will only issue 2% milk in rare cases. Staff can't provide 2% milk until the RD completes a nutrition assessment.

Information:

Children 1-2 years of age experience rapid growth and brain development. Whole cow's milk provides the nutrients, particularly fat, to support this growth. Although rare, health care providers or dietitians may determine 2% milk is appropriate for a child 1-2 years of age when obesity or overweight is a concern.

The Institute of Medicine recommends at least 30-40% of calories from fat for children 1-3 years of age. Experts recommend only offering reduced fat milk for children 1-2 years of age after assuring the child's diet supplies this amount of fat.

Reference: [Expert Panel on Integrated Guidelines for Cardiovascular Health and Risk Reduction in Children and Adolescents: Summary Report, Pediatrics, 2011; 128; S213.](#)

POLICY: Food for Children Ages Two to Five Years

Children ages 2 to 5 years old receive a Child 2 to 5 Years Food Package.

This food package includes nonfat and 1% milk, cheese, eggs, breakfast cereal, juice, fresh fruits and vegetables, whole grain choices, and peanut butter or dried legumes.

The CPA must assess the nutritional needs of the child and assign the appropriate foods.

Note: The default food package includes one pound of cheese. The CPA has the option to remove one pound of cheese and add 3 quarts of milk or other milk substitutes.

Children 2 to 5 must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider when needing any of the following:

1. 2% or whole milk.
2. Standard formula.
3. Therapeutic formula.
4. Medical foods or medical formula.
5. Any food when a medical provider prescribes a standard formula, therapeutic formula or medical food or medical formula.

See [Volume 1, Chapter 24 - WIC Prescriptions](#) for more information.

PROCEDURE:

The CPA:

- A. Talks about the foods the child receives and how they contribute to a healthy diet.
- B. Explains that WIC doesn't supply all the food to meet the child's nutritional needs each month.
- C. Has a conversation with the caregiver how to purchase, safely prepare, and store the foods.
- D. Determines the appropriate foods to meet the needs of the client.

Maximum Monthly Amount of Supplemental Foods for Children 1 to 5

Foods	Children
Juice	2 - 64 ounce plastic bottles
Milk Fluid, dried, or evaporated	16 quarts*
Breakfast cereal	36 ounces
Cheese Remove 3 qts milk = add 1 pound cheese	No more than 1 pound
Eggs	1 dozen
Fresh fruits and vegetables	\$8.00
Whole grain choices	2 pounds
Dried beans, peas, lentils or Peanut butter	1 pound or 1 jar 16 -18 ounces

* To remove milk for tofu or soy beverage see Substituting Cheese, Tofu, Soy, Beverage policy in this chapter.

Information: More than one pound of cheese isn't an option even with a prescription.

POLICY: Food for Pregnant Women

Pregnant women receive a Pregnant Food Package up to the last day of the month of the 6 week postpartum period.

The Pregnant Food Package includes nonfat and 1% milk, cheese, eggs, breakfast cereal, juice, fresh fruits, and vegetables, whole grain choices, peanut butter, and dried legumes.

Note: The default food package includes one pound of cheese. The CPA has the option to remove one pound of cheese and add 3 quarts of milk or other milk substitutes.

Pregnant women must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider when needing any of the following:

1. 2% or whole milk.
2. Standard formula.
3. Therapeutic formula.
4. Medical foods or medical formula.
5. Any food when a medical provider prescribes a standard formula, therapeutic formula or medical food or medical formula.

See [Volume 1, Chapter 24 - WIC Prescriptions](#).

PROCEDURE:

The CPA:

- A. Talks about the foods in a Pregnant Food Package and how they relate to a healthy diet.
- B. Explains that WIC doesn't supply all the food to meet the pregnant woman's nutritional needs each month.
- C. Tells the client how to purchase, safely prepare, and store the foods.
- D. Determines the appropriate foods to meet the needs of the client.

Maximum Monthly Amount of Supplemental Foods for Pregnant Women

Foods	Pregnant Women*
Juice	3 - 11.5 or 12 ounce frozen cans or 46 ounce cans or plastic bottles
Milk Fluid, dried or evaporated	22 quarts
Breakfast cereal	36 ounces
Cheese Remove 3 qts milk = add 1 pound cheese	No more than 1 pound**
Eggs	1 dozen
Fresh fruits and vegetables	\$11.00
Whole grain choices	1 pound
Dried beans, peas, lentils or Peanut butter	2 pounds or 2 jars 16-18 ounces or 1 each

* The Pregnant Food Package includes the same food and amounts of food in the Partially BF food package.

** To remove milk for tofu or soy beverage see Substituting Cheese, Tofu, Soy Beverage policy in this chapter.

Information: More than one pound of cheese isn't an option even with a prescription.

POLICY: Food for Women Pregnant with Multiples

Women pregnant with multiples receive a Pregnant with Multiples Food Package up to the last day of the month of the 6 week postpartum period.

The Pregnant with Multiples Food Package includes nonfat and 1% milk, cheese, eggs, breakfast cereal, juice, fresh fruits and vegetables, whole grain choices, canned fish, peanut butter, and dried legumes.

Note: The Pregnant with Multiples food package includes one pound of cheese. The CPA may remove it when appropriate. The CPA may not replace it with milk or other milk substitutes.

Women pregnant with multiples must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider when needing any of the following:

1. 2% or whole milk.
2. Standard formula.
3. Therapeutic formula.
4. Medical foods or medical formula.
5. Any food when a medical provider prescribes a standard formula, therapeutic formula or medical food or medical formula.

See [Volume 1, Chapter 24 - WIC Prescriptions](#).

PROCEDURE:

The CPA:

- A. Talks about the foods in a Pregnant with Multiples Food Package and how they relate to a healthy diet.
- B. Explains that WIC doesn't supply all the food to meet the pregnant woman's nutritional needs each month.
- C. Tells the client how to purchase, safely prepare, and store the foods.
- D. Determines appropriate foods.

**Maximum Monthly Amount of Supplemental Foods for
Women Pregnant with Multiples**

Foods	Pregnant with Multiples *
Juice	3 - 11.5 or 12 ounce frozen cans or 46 ounce cans or plastic bottles
Milk Fluid, dried or evaporated	24 quarts**
Breakfast cereal	36 ounces
Cheese Remove 3 qts milk = add 1 pound cheese	1 pound (can't be replaced with milk) No more than 2 additional pounds
Eggs	2 dozen
Fresh fruits and vegetables	\$11.00
Whole grain choices	1 pound
Fish canned	30 ounces
Dried beans, peas, lentils or Peanut butter	2 pounds or 2 jars 16-18 ounces or 1 each

* The Pregnant with Multiples food package includes the same foods and amounts of food as the Fully BF Food Package.

** To remove milk for tofu or soy beverage see Substituting Cheese, Tofu, Soy Beverage policy in this chapter.

Information: More than two additional pounds of cheese isn't an option even with a prescription.

POLICY: Food for Pregnant Women who Partially Breastfeed an Infant

Pregnant women who are partially breastfeeding their infant receive a Partially BF+PG Food Package until the day of their infant's one year birthday.

Note: The definition of partially breastfeeding pregnant woman is any pregnant woman who is breastfeeding her infant and her infant receives no more formula than half the amount in a full formula food package or no child food package from WIC.

The Partially BF+PG Food Package includes nonfat and 1% milk, cheese, eggs, breakfast cereal, juice, fresh fruits and vegetables, whole grain choices, canned fish, peanut butter, and dried legumes.

Note: The Partially BF+PG Food Package includes one pound of cheese. The CPA may remove it when appropriate. The CPA may not replace it with milk or other milk substitutes.

If the woman received checks for the Partially BF+PG Food Package and returns to the clinic asking for more formula within the same month, staff trained in providing breastfeeding support must complete a Breastfeeding Review. If she needs more than half the amount of formula in a full formula food package, the woman keeps the current set of checks. Staff must:

1. Void any checks for future months.
2. Change the woman's food package to a Pregnant Food Package.

See the "[Issuing Formula to Breastfeeding Infants](#)" policy in this chapter.

Pregnant women who are breastfeeding women must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider when needing any of the following:

1. 2% or whole milk.
2. Standard formula.
3. Therapeutic formula.
4. Medical foods or medical formula.
5. Any food when a medical provider prescribes a standard formula, therapeutic formula or medical food or medical formula.

See [Volume 1, Chapter 24 - WIC Prescriptions](#).

PROCEDURE:

The CPA:

- A. Determines if the pregnant woman is partially breastfeeding her infant and is eligible for the Partially BF+PG Food Package.
- B. Talks about the foods in the Partially BF+PG Food Package and how they relate to a healthy diet.
- C. Explains WIC doesn't supply all the food to meet the breastfeeding woman's nutritional needs each month.
- D. Tells the client how to purchase, safely prepare, and store the foods.
- E. Explains that if she stops breastfeeding or needs more infant formula from WIC, she should tell WIC staff.
- F. Determines the appropriate foods to meet the needs of the client.

Note: The CPA can reduce the amount of food to meet the needs of the client. The CPA can remove the one pound of cheese from a Partially BF+PG Food Package when a woman is unable to eat cheese. Federal regulations prohibit staff from replacing it with milk or other foods.

- G. Follows the procedures listed when a partially breastfeeding pregnant woman who has received the Partially BF+PG Food Package asks for more formula for her infant:
 - 1. Complete a Breastfeeding Review or work with staff trained in breastfeeding support to complete a Breastfeeding Review. See the "[Issuing Formula to Breastfeeding Infants](#)" policy and determine the appropriate amount of formula needed.
 - 2. If the woman receives more than half the amount of formula in a fully formula food package, provide the appropriate infant formula food package and allow her to keep her current month's Partially BF+PG Food Package checks.

Note: Allowing the woman to keep the current month's checks standardizes clinic practice throughout the state. This helps prevent discrimination.
 - 3. Replace any future months' checks for the Partially BF+PG Food Package with the Pregnant Food Package.
 - 4. Determine the appropriate foods.

Information:

A woman who fully breastfeeds her infant receives a Fully BF Food Package even if she is recertified as a Pregnant woman. See Food for the Fully Breastfeeding Women section in this policy.

DRAFT

**Maximum Monthly Amount of Supplemental Foods
For Partially BF+PG Women**

Foods	Partially BF+PG Women
Juice	3 - 11.5 or 12 ounce frozen cans or 46 ounce cans or plastic bottles
Milk Fluid, dried or evaporated	24 quarts*
Breakfast Cereal	36 ounces
Cheese Remove 3 qts milk = add 1 pound cheese	1 pound (can't be replaced with milk) No more than 2 additional pounds
Eggs	2 dozen
Fresh fruits and vegetables	\$11.00
Whole grain choices	1 pound
Fish canned	30 ounces
Dried beans, peas, lentils or Peanut butter	2 pounds or 2 jars 16-18 ounces or 1 each

* To remove milk for tofu or soy beverage see Substituting Cheese, Tofu, Soy Beverage policy in this chapter.

Information: More than two additional pounds of cheese isn't an option even with a prescription.

POLICY: Food for Fully Breastfeeding Women

Fully breastfeeding women receive a Fully BF Food Package until the day of their infant's one year birthday.

Note: The definition of fully breastfeeding is any woman whose infant receives no formula or no child food package from WIC.

The Fully BF Food Package includes nonfat and 1% milk, cheese, eggs, breakfast cereal, juice, fresh fruits and vegetables, whole grain choices, canned fish, peanut butter, and dried legumes.

Note: The Fully BF Food Package includes one pound of cheese. The CPA may remove it when appropriate. The CPA may not replace it with milk or other milk substitutes.

A woman who was on WIC during pregnancy receives the Fully BF Food Package after delivery when she enrolls her fully breastfeeding infant.

If the woman received Pregnant Food Package checks earlier in the month she delivered, she receives the Fully BF Bonus check that provides the extra foods in the Fully BF Food Package.

If the woman received checks for the Fully BF Food Package and returns to the clinic for formula, staff trained in providing breastfeeding support must complete a Breastfeeding Review. The woman keeps the current set of checks if her infant receives an infant formula food package. Staff must:

1. Void any checks for future months.
2. Change the woman's food package.
3. Change category in Client Services as appropriate.

See the "[Issuing Formula to Breastfeeding Infants](#)" policy in this chapter.

Fully breastfeeding women must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider when needing any of the following:

1. 2% or whole milk.
2. Standard formula.
3. Therapeutic formula.
4. Medical foods or medical formula.
5. Any food when a medical provider prescribes a standard formula, therapeutic formula or medical food or medical formula.

See [Volume 1, Chapter 24 - WIC Prescriptions](#).

PROCEDURE:

The CPA:

- A. Determines if the woman is fully breastfeeding and is eligible for the Fully BF Food Package.
 - 1. If the woman reports buying formula for her infant or receiving formula from another source, she qualifies for the Fully BF Food Package.
 - 2. If the woman is partially breastfeeding multiples she qualifies for the Partially BF Multiples Food Package which includes the same foods as in the Fully BF Food Package.
 - 3. If the woman becomes pregnant while continuing to fully breastfeed her infant, recertify her as a pregnant woman. She is eligible for the Fully BF Food Package.
- B. Talks about the foods in the Fully BF Food Package and how they relate to a healthy diet.
- C. Explains that WIC doesn't supply all the food to meet the breastfeeding woman's nutritional needs each month.
- D. Tells the client how to purchase, safely prepare, and store the foods.
- E. Explains that if she stops breastfeeding or needs infant formula from WIC, she should tell WIC staff, and she no longer qualifies for the Fully BF Food Package.
 - 1. Fully breastfeeding women receive the full amount of food.
 - 2. Breastfeeding women who receive formula for her infant receive less food.
 - 3. Breastfeeding women who receive more than half the amount of full formula food package for an infant age 7 to 12 months receive no food. Staff continue to support breastfeeding and count them as participating. See "[Food for Breastfeeding Women Needing More than Half a Full Formula Food Package](#)" policy in this chapter.
- F. Determines the appropriate foods to meet the needs of the client.

Note: The CPA can reduce the amount of food to meet the needs of the client. The CPA can remove the one pound of cheese from a Fully BF Food Package when a woman is unable to eat cheese. Federal regulations prohibit staff from replacing it with milk or other foods.
- G. Follows the procedures listed when a fully breastfeeding woman who has received the Fully BF Food Package asks for formula for her infant:

1. Complete a Breastfeeding Review or work with staff trained in breastfeeding support to complete a Breastfeeding Review. See the “[Issuing Formula to Breastfeeding Infants](#)” policy and determine the appropriate amount of formula needed.
2. If the woman receives formula, provide the appropriate infant formula food package and allow her to keep her current month’s Fully BF Food Package checks.

Note: Allowing the woman to keep the current months’ checks standardizes clinic practice throughout the state. This helps prevent discrimination.

3. Reclaim and void any future months’ checks for the Fully BF Food Package.
4. Determine the appropriate foods.

DRAFT

**Maximum Monthly Amount of Supplemental Foods
For Fully Breastfeeding Women**

Foods	Fully Breastfeeding Women
Juice	3 - 11.5 or 12 ounce frozen cans or 46 ounce cans or plastic bottles
Milk Fluid, dried or evaporated	24 quarts*
Breakfast cereal	36 ounces
Cheese Remove 3 qts milk = add 1 pound cheese	1 pound (can't be replaced with milk) No more than 2 additional pounds
Eggs	2 dozen
Fresh fruits and vegetables	\$11.00
Whole grain choices	1 pound
Fish canned	30 ounces
Dried beans, peas, lentils or Peanut butter	2 pounds or 2 jars 16-18 ounces or 1 each

* To remove milk for tofu or soy beverage see Substituting Cheese, Tofu, Soy Beverage policy in this chapter.

Information: More than two additional pounds of cheese isn't an option even with a prescription.

POLICY: Food for Women Fully Breastfeeding Multiples

Women fully breastfeeding multiples receive a Fully BF Multiples Food Package until the day of the infants' one year birthdays.

Note: The definition of fully breastfeeding multiples is any woman with two or more infants from the same pregnancy who receive no formula from WIC.

The Fully BF Multiples Food Package includes nonfat and 1% milk, cheese, eggs, breakfast cereal, juice, fresh fruits and vegetables, whole grain choices, canned fish, peanut butter, and dried legumes. This food package is 1.5 times the amount of food in a Fully BF Food Package.

Note: The Fully BF Multiples Food Package includes one pound of cheese and rotates with two pounds. The first month the woman will receive the Fully BF food package and the next month she receives the Fully BF 2+. The CPA may remove the additional cheese when appropriate. The CPA may not replace it with milk or other milk substitutes.

A woman on WIC as a pregnant woman receives the Fully BF Multiples Food Package when she enrolls her fully breastfeeding infants.

If the woman received checks for the Fully BF Multiples Food Package and returns to the clinic for formula, staff trained in providing breastfeeding support must complete a Breastfeeding Review. The woman keeps her current set of checks. Staff must:

1. Void any checks for future months.
2. Change the woman's food package.
3. Change category in Client Services as appropriate.

See the "[Issuing Formula to Breastfeeding Infants](#)" policy in this chapter.

Women fully breastfeeding multiples must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider when needing any of the following:

1. 2% or whole milk.
2. Standard formula.
3. Therapeutic formula.
4. Medical foods or medical formula.
5. Any food when a medical provider prescribes a standard formula, therapeutic formula or medical food or medical formula.

See [Volume 1, Chapter 24 - WIC Prescriptions](#).

PROCEDURE:

The CPA:

- A. Determines if the woman is fully breastfeeding multiples and is eligible for the Fully BF Multiples Food Package.

Note: If the woman receives samples of formula, or reports buying formula for her infants, she still qualifies for the Fully BF Multiples Food Package.

- B. Talks about the foods in the Fully BF Multiples Food Package and how they relate to a healthy diet.

- C. Explains WIC doesn't supply all the food to meet the breastfeeding woman's nutritional needs each month.

- D. Tells the client how to purchase, safely prepare, and store the foods.

- E. Explains that if she receives formula from WIC, she no longer qualifies for the Fully BF Multiples Food Package.

1. If the woman is partially breastfeeding multiples she qualifies for the Partially BF Multiples Food Package.

2. If the woman receives more than half the amount of formula in an infant food package for each of her infants, she receives the Some BF Food Package.

Note: See the "[Food for Women Partially Breastfeeding Multiples](#)" policy in this chapter.

- F. Determines the appropriate foods to meet the needs of the client.

Note: The CPA may reduce the amount of food to meet the needs of the client. The CPA may remove the one pound (or two pounds included in "month one of rotation") of cheese from the Fully BF Multiples Food Package when a woman is unable to eat cheese. Federal regulations prohibit staff from replacing it with milk or other foods.

- G. Follows the procedures listed below when a woman fully breastfeeding multiples has received the Fully BF Multiples Food Package and returns to the clinic to request formula for her infants:

1. Complete a Breastfeeding Review or work with staff trained in breastfeeding support to provide a Breastfeeding Review. See [Volume 1, Chapter 15 – Breastfeeding](#). See the "[Issuing Formula to Breastfeeding Infants](#)" policy in this chapter and determine the appropriate amount of formula needed.

2. If the woman requests formula, provide the appropriate infant formula food package and allow her to keep her current month's Fully BF Multiples Food Package checks.

Note: Allowing the woman to keep the current month's checks standardizes clinic practice throughout the state. This helps prevent discrimination.

3. Reclaim and void any future months' checks.
4. Determine the appropriate foods.

Note: When you enroll a woman's multiple infants and select the Fully Breastfeeding Multiples food package (Fully BF 2+), checks rotate monthly.

- One month she receives the Fully BF food package
- The next month she receives the Fully BF 2+ (Two times the amount of food of a Fully BF Food Package)
- Client Services supports this unique rotation of food throughout the period of eligibility.

**Maximum Monthly Amount of Supplemental Foods for
Women Fully Breastfeeding Multiples**

Foods	Fully Breastfeeding Multiples (Month one of rotation)	Fully Breastfeeding Multiples (Month two of rotation)
Juice	3 - 11.5 or 12 ounce frozen cans or 46 ounce cans or plastic bottles	6 - 11.5 or 12 ounce frozen cans or 46 ounce cans or plastic bottles
Milk Fluid, dry, evaporated	24 quarts*	48 quarts*
Breakfast cereal	36 ounces	72 ounces
Cheese Remove 3 qts milk = add 1 pound cheese	1 pound (can't be replaced with milk) No more than 2 additional pounds	2 pounds (can't be replaced with milk) No more than 4 additional pounds
Eggs	2 dozen	4 dozen
Fresh fruits and vegetables	\$11.00 (one check)	\$22.00 (two checks, \$11.00 each)
Whole grain choices	1 pound	2 pounds
Fish canned	30 ounces	60 ounces
Dried beans, peas, lentils or Peanut butter	2 pounds or 2 jars 16-18 ounces or 1 each	4 pounds or 4 jars 16 – 18 ounces or combination

* To remove milk for tofu or soy beverage see Substituting Cheese, Tofu, Soy Beverage policy in this chapter.

Information: More than two additional pounds of cheese (or four pounds on rotating months) isn't an option even with a prescription.

POLICY: Food for Partially Breastfeeding Women

Partially breastfeeding women receive a Partially BF Food Package when their infant receives no more than half the amount of a full formula food package until the day of their infant's one year birthday.

The Partially BF Food Package includes nonfat and 1% milk, cheese, eggs, breakfast cereal, juice, fresh fruits, and vegetables, whole grain choices, peanut butter, and dried legumes.

Note: The standard food package includes one pound of cheese. The CPA has the option to remove one pound of cheese and add 3 quarts of milk or other milk substitutes.

Partially breastfeeding women must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider when needing any of the following:

1. 2% or whole milk.
2. Standard formula.
3. Therapeutic formula.
4. Medical foods or medical formula.
5. Any food when a medical provider prescribes a standard formula, therapeutic formula or medical food or medical formula.

See [Volume 1, Chapter 24 - WIC Prescriptions](#).

PROCEDURE:

The CPA:

- A. Talks about how to maintain milk production as part of a complete Breastfeeding Review.
- B. Talks about the foods in a Partially BF Food Package and how they relate to a healthy diet.
- C. Explains that WIC doesn't supply all the food to meet the breastfeeding woman's nutritional needs each month.
- D. Tells the client how to purchase, safely prepare, and store the foods.
- E. Tells a partially breastfeeding woman to notify WIC staff immediately if she is no longer breastfeeding.

- F. Follows the procedures listed when a partially breastfeeding woman returns within the same month to request additional formula and her infant hasn't received the maximum amount allowed within the infant's food package:
1. Complete a Breastfeeding Review or work with staff trained in breastfeeding support to provide a Breastfeeding Review. See [Volume 1, Chapter 15 – Breastfeeding](#).
 2. If the woman receives no more than half the amount of a full formula food package for her infant:
 - a. Continue providing the Partially BF Food Package checks.
 - b. Provide the appropriate amount of formula. The amount may not be more than half the amount of formula in an infant food package.
 3. If the woman receives more than half the amount of a full formula food package for her infant:
 - a. Allow her to keep her current month's Partially BF Food Package checks.
 - b. Reclaim and void any future months' checks for the Partially BF Food Package.
- Note:** Allowing the woman to keep the current month's checks standardizes clinic practice throughout the state. This helps prevent discrimination.
- G. Determines appropriate foods.

**Monthly Maximum Amount of Supplemental Foods for
Partially Breastfeeding Women**

Foods	Partially Breastfeeding Women*
Juice	3 - 11.5 or 12 ounce frozen cans or 46 ounce cans or plastic bottles
Milk Fluid, dry or evaporated	22 quarts**
Breakfast cereal	36 ounces
Cheese Remove 3 qts milk = add 1 pound cheese	No more than 1 pound
Eggs	1 dozen
Fresh fruits and vegetables	\$11.00
Whole grain choices	1 pound
Dried beans, peas, lentils or Peanut butter	2 pounds or 2 jars 16-18 ounces or 1 each

* The Partially BF Food Package includes the same foods and amounts of food as the Pregnant Food Package.

** To remove milk for tofu or soy beverage see Substituting Cheese, Tofu, Soy Beverage policy in this chapter.

Information: More than one pound of cheese isn't an option even with a prescription.

POLICY: Food for Women Partially Breastfeeding Multiples

Women partially breastfeeding multiples, for example twins or triplets, whose infants receive no more than half the amount of a full formula food package, are eligible to receive a Partially BF Multiples Food Package when their infants turns one month old until the day of the infants' first birthday.

Note: Staff must not routinely issue formula to breastfeeding infants, age birth to one month. See "[Issuing Formula to Breastfeeding Infants](#)" policy in this chapter.

The Partially BF Multiples Food Package includes nonfat and 1% milk, cheese, eggs, breakfast cereal, juice, fresh fruits and vegetables, whole grain choices, canned fish, peanut butter, and dried legumes.

Note: The Partially BF Multiples Food Package includes 1 pound of cheese. The CPA may remove it when appropriate. The CPA may not replace it with milk or other milk substitutes.

If a woman received checks for the Partially BF Multiples Food Package and returns to the clinic for more formula, staff trained in providing breastfeeding support must complete a Breastfeeding Review. The woman keeps the current set of checks if her infant receives an infant formula food package with more than half the amount of a full formula food package. Staff must:

1. Void any checks for future months.
2. Change the woman's category in Client Services when appropriate.
3. Change the woman's food package.

See [Volume 1, Chapter 15 – Breastfeeding](#).

Partially breastfeeding women with multiples must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider when needing any of the following:

1. 2% or whole milk.
2. Standard formula.
3. Therapeutic formula.
4. Medical foods or medical formula.
5. Any food when a medical provider prescribes a standard formula, therapeutic formula or medical food or medical formula.

See [Volume 1, Chapter 24 - WIC Prescriptions](#).

PROCEDURE:

The CPA:

- A. Determines if the woman is partially breastfeeding multiples over one month of age.
- B. Talks about the foods in the Partially BF Multiples Food Package and how they relate to a healthy diet.
- C. Explains WIC doesn't supply all the food to meet the breastfeeding woman's nutritional needs each month.
- D. Tells the client how to purchase, safely prepare, and store the foods.
- E. Tells the client to call the WIC clinic if she needs breastfeeding support, stops breastfeeding, or needs more than half the amount of formula in an infant food package from WIC.
- F. Determines the appropriate foods to meet the needs of the client.

Note: The CPA may reduce the amount of food to meet the needs of the client. The CPA may remove the 1 pound of cheese from a Partially BF Multiples Food Package when a woman is unable to eat cheese. Federal regulations prohibit staff from replacing it with milk or other foods.

- G. Follows the procedures listed when a woman partially breastfeeding multiples requests more formula:
 - 1. Complete a Breastfeeding Review or work with staff trained in breastfeeding support to provide a Breastfeeding Review. See [Volume 1, Chapter 15 – Breastfeeding](#).
 - 2. If the woman receives more than half the amount of a full formula food package, allow her to keep her current month's checks.
 - 3. Reclaim and void any future months' checks.

Note: Allowing the woman to keep the current month's checks standardizes clinic practice throughout the state. This helps prevent discrimination.
 - 4. Determines the appropriate foods to meet the needs of the client.

**Maximum Monthly Amount of Supplemental Foods for
Women Partially Breastfeeding Multiples**

Foods	Partially Breastfeeding Multiples *
Juice	3 - 11.5 or 12 ounce frozen cans or 46 ounce cans or plastic bottles
Milk Fluid, dry or evaporated	24 quarts**
Breakfast cereal	36 ounces
Cheese Remove 3 qts milk = add 1 pound cheese	1 pound (can't be replaced with milk) No more than 2 additional pounds
Eggs	2 dozen
Fresh fruits and vegetables	\$11.00
Whole grain choices	1 pound
Fish canned	30 ounces
Dried beans, peas, lentils or Peanut butter	2 pounds or 2 jars 16-18 ounces or 1 each

* The Partially BF Multiples Food Package includes the same foods and amounts of foods as the Pregnant with Multiples Food Package, Fully BF Food Package and Partially BF+PG Food Package.

** To remove milk for tofu or soy beverage see Substituting Cheese, Tofu, Soy Beverage policy in this chapter.

Information: More than two additional pounds of cheese (or four pounds on rotating months) isn't an option even with a prescription.

POLICY: Food for Breastfeeding Women Needing More Than Half a Full Formula Food Package

Breastfeeding women whose infants age 1 through 6 months receive more than half the amount of formula in an infant food package; receive a Some BF Food Package.

The Some BF Food Package includes nonfat and 1% milk, cheese, eggs, breakfast cereal, juice, fresh fruits, and vegetables, peanut butter, or dried legumes.

Note: The standard food package includes one pound of cheese. The CPA has the option to remove one pound of cheese and add 3 quarts of milk or other milk substitutes.

Women receiving the Some BF Food Package must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider when needing any of the following:

1. 2% or whole milk.
2. Standard formula.
3. Therapeutic formula.
4. Medical foods or medical formula.
5. Any food when a medical provider prescribes a standard formula, therapeutic formula or medical food or medical formula.

See [Volume 1, Chapter 24 - WIC Prescriptions](#).

Breastfeeding women, whose infant age 7 to 12 months receives more than half the amount of formula in an infant food package, don't receive WIC checks. Staff must:

1. Assign a Some BF 7 to 12 Months Food Package.
2. Count these women as participating on WIC.
3. Provide ongoing breastfeeding support and other WIC services.

Note: Assigning the Some BF 7 to 12 Months food package includes these women in the participation rates.

See the "[Issuing Formula to Breastfeeding Infants](#)" policy in this chapter and [Volume 1, Chapter 15 – Breastfeeding](#), for more information.

PROCEDURE:

The CPA:

- A. Talks about the foods in a Some BF Food Package and how they relate to a healthy diet. See the “[Foods for Postpartum Women](#)” policy in this chapter for a table of foods.
- B. Explains that WIC doesn’t supply all the food to meet the breastfeeding woman’s nutritional needs each month.
- C. Tells the client how to purchase, safely prepare, and store the foods.
- D. Determines the appropriate foods to meet the needs of the client.
- E. Tells a breastfeeding woman who is doing some breastfeeding to tell WIC staff when she:
 - 1. Needs additional breastfeeding support or,
 - 2. Is no longer breastfeeding.

Information:

In all cases, encourage the breastfeeding woman to continue breastfeeding.

POLICY: Foods for Postpartum Women

Postpartum women who don't breastfeed receive a Postpartum Food Package through the end of the month the infant turns six months old.

The Postpartum Food Package includes nonfat and 1% milk, cheese, eggs, breakfast cereal, juice, fresh fruits, and vegetables, peanut butter, or dried legumes.

Note: The standard food package includes one pound of cheese. The CPA has the option to remove one pound of cheese and add 3 quarts of milk or other milk substitutes.

Postpartum women must have a qualifying medical diagnosis and a completed WIC Medical Documentation Form from a medical provider when needing any of the following:

1. 2% or whole milk.
2. Standard formula.
3. Therapeutic formula.
4. Medical foods or medical formula.
5. Any food when a medical provider prescribes a standard formula, therapeutic formula or medical food or medical formula.

See [Volume 1, Chapter 24 - WIC Prescriptions](#).

PROCEDURE:

The CPA:

- A. Talks about the foods in the Postpartum Food Package and how they relate to a healthy diet.
- B. Explains that WIC doesn't supply all the food to meet the postpartum woman's nutritional needs each month.
- C. Tells the client how to purchase, safely prepare, and store the foods.
- D. Determines the appropriate foods to meet the needs of the client.

**Maximum Monthly Amount of Supplemental Foods for
Postpartum Women and for Women with Infants age 1 through 6 Months
Receiving the Some BF Food Package**

Foods	Postpartum Women
	Some BF Women with Infants age 1 through 6 months
Juice	2- 11.5 or 12 ounce frozen cans or 46 ounce cans or plastic bottles
Milk Fluid, dry or evaporated	16 quarts*
Breakfast cereal	36 ounces
Cheese Remove 3 qts milk = add 1 pound cheese	No more than 1 pound
Eggs	1 dozen
Fresh fruits and vegetables	\$11.00
Dried beans, peas, legumes or Peanut butter	1 pound or 1 jar 16 - 18 ounces

* To remove milk for tofu or soy beverage see Substituting Cheese, Tofu, Soy Beverage policy in this chapter.

Information: More than one pound of cheese isn't an option even with a prescription.

POLICY: Ready-to-Feed Infant Formula

The CPA assigns ready-to-feed formula for only one of the reasons listed below:

1. Lack of clean and safe water supply.
2. Poor refrigeration.
3. Caregiver unable to correctly mix formula.
4. The WIC approved formula is only available as ready-to-feed.
5. The medical provider documents the need for a ready-to-feed prescribed formula because:
 - a. Of the client's medical diagnosis.
 - b. The ready-to-feed formula helps the client consume the right amount of formula.

The CPA must document the reason for providing ready-to-feed formula.

Note: The caregiver may self-report reasons 1, 2, and 3.

PROCEDURE:

The CPA:

- A. Determines that ready-to-feed formula is necessary for one of the reasons listed above.
- B. Documents in Client Services the reason(s) ready-to-feed formula is necessary.
- C. Assures the medical provider documents the need for ready-to-feed prescribed formula when:
 1. It's necessary due to the client's medical diagnosis.
 2. It improves the client's ability to consume the formula.
- D. Assures that the caregiver understands:
 1. Ready-to-feed formula requires no additional water.
 2. How to store the formula in order to keep it safe.

Information:

Many retailers don't keep enough ready-to-feed formula in stock. Best practice is to help the caregiver find a retailer. Tell the retailer the:

- Name of a specific formula
- Amount needed each month
- Number of months the client will need the formula

Check the "Links to Find Formulas" on the Washington WIC website at:

www.doh.wa.gov/WICfoods/infantformula

DRAFT

POLICY: Returned WIC Food and Formula

Staff must instruct clients and caregivers to return any unused WIC foods or formula to the clinic.

Staff must inform clients and caregivers that:

- Selling WIC food or formula, or attempting to sell it, is against program rules.
- State WIC staff can disqualify clients or caregivers found breaking this program rule for up to one year and require repayment for food and formula received.

See [Volume 1, Chapter 2 – Program Compliance](#) and [Volume 1, Chapter 7 - Rights and Responsibilities](#).

Staff must accept all unopened and undamaged containers of returned WIC food and formula purchased with WIC checks.

- Infant cereal
- Infant fruits and vegetables
- Infant meats
- Breakfast cereal
- Dried beans, peas, lentils
- Fish – canned
- Juice – bottled or canned
- Dry milk
- Evaporated milk
- Peanut butter
- Soy beverage – non refrigerated
- Brown rice
- Bulgur
- Oatmeal
- Whole wheat pasta
- Infant formulas

Staff must check the “use by” or “best by” dates of the food and formula returned by clients and caregivers. Staff must not accept:

- Food or formula with expired dates
- Opened or damaged containers of food and formula

- Food needing refrigeration, for example, milk, soymilk, tofu, or frozen juice

Best practice is to document a brief note in the client's record:

- The client returned the food or formula to the clinic
- How staff handled the returned food and formula.

Staff have three options for handling returned food and formula:

1. Donate returned food and formula to a:

- a. Local food bank
- b. Community service organization
- c. Nonprofit emergency feeding program

Note: A local agency written policy isn't required for this option.

2. Give the returned food and formula to other WIC clients. Staff can give these foods or formula in the following situations and it won't count as part of the client's monthly benefits.

- Emergency situations.
- WIC clients who are in need while they're waiting for their next WIC appointment.

3. Destroy the returned food and formula.

The local agency must have a written policy when using option 2 or 3, and staff must apply the policy uniformly and in a non-discriminatory way.

Staff, their family, and their friends must not use the returned food and formula.

PROCEDURE:

Staff:

- A. Tell the client or caregiver to return any unused foods and formula purchased with WIC checks to the clinic. Inform the client or caregiver the food and formula must be unopened, undamaged and not past the expiration date.
- B. Tell the client or caregiver that selling WIC food or formula, or attempting to sell it, is against program rules.
 - Breaking this program rule could result in being taken off of WIC for one year.

- State WIC office staff may ask the client or caregiver to repay the program for food and formula the client received.

Note: Tell the client or caregiver they don't have to purchase all of the food and formula printed on their WIC check. Assess the need to modify the food package before printing checks.

C. Accept any unopened and undamaged containers of returned food and formula clients or caregivers purchased with WIC checks.

D. Replace WIC checks when appropriate. See [Volume 1, Chapter 22 - WIC Checks](#) for more information.

E. Store returned formula out of view of clients and caregivers.

F. Destroy all expired food and formula.

G. Follow the local agency's practice for handling returned food and formula.

1. Donate returned food and formula to a local food bank or other nonprofit emergency feeding program.

Note: Local agencies determine the process for donating returned food and formula. Local agencies may create a form or copy and use the sample [Returned WIC Formula Donation Record](#) or [Returned WIC Food Donation Record](#) forms in the appendix of this chapter if the clinic practice requires it.

2. Follow the local agency's written policy. Staff apply the policy uniformly and in a non-discriminatory manner. Staff, their family, and their friends must not use returned food and formula themselves.

- a. The policy may include the option to give unopened and undamaged cans of returned food and formula to clients or caregivers.

- b. The policy may include the option to destroy any or all returned food and formula (for example, for perceived liability). Local agencies determine the process staff use for destroying returned food and formula.

3. Policies may include but aren't limited to when:

- a. A client is out of food and formula before they are eligible for their next set of checks and the caregiver has no other resource for getting food and formula.

- b. A busy WIC schedule doesn't allow staff to make an appointment in a timely manner.

- c. Food and formula isn't available in the local grocery store during emergency situations.
- d. An infant is changing from one formula to another.
- e. At the completion of a breastfeeding review, the CPA or Peer Counselor determines a can of formula is appropriate for a breastfeeding infant.

DRAFT

POLICY: Substituting Cheese, Tofu, and Soy Beverage

The CPA has the option to assign a combination of milk, cheese, tofu, and soy beverage based on the need and preference of the client.

The CPA must remove three quarts of milk for each pound of cheese.

Pregnant women, partially breastfeeding women, some breastfeeding women, postpartum women, and children may not have more than one pound of cheese.

Note: The pregnant women, partially breastfeeding women, some breastfeeding women, postpartum women, and children default food packages print with one pound of cheese. The client may not receive any more cheese. The CPA has the option to remove the one pound of cheese and add three quarts milk or other milk substitutes.

Fully breastfeeding women, women partially breastfeeding multiples, women pregnant with multiples and pregnant women partially breastfeeding an infant may have up to two additional pounds of cheese plus the one pounds that comes in the food package.

Note: One pound of cheese is included in the federally defined food package for fully breastfeeding women, women partially breastfeeding multiples, women pregnant with multiples and pregnant women partially breastfeeding an infant.

- The CPA can remove this pound of cheese if the client doesn't want it. Federal regulations don't allow the CPA to replace it with milk or other foods.
- The CPA can remove six quarts of milk and add two additional pounds of cheese. (This is a total of three pounds of cheese.)

The CPA must remove one quart of milk for each pound of tofu.

The CPA must remove one quart of milk for each quart of soy beverage.

Note: The CPA can substitute tofu and or soy beverage using all the quarts of milk available in a food package. A prescription isn't required.

Before substituting tofu or soy beverage, the CPA must complete an individual assessment for clients with lactose intolerance. Discuss the option of drinking:

- Lactose free milk, Lactaid, or acidophilus milk.
- Smaller servings of milk to avoid high lactose load.
- If needed, consult with the client's medical provider.

Note: Staff may substitute tofu and/or soy beverage without assessing client acceptance of lactose reduced or lactose free milk, when the client requests for cultural practices. Staff can consult the client's medical provider if needed.

PROCEDURE:

The CPA:

- A. Assesses the client's cultural dietary practices, need and preference to receive cheese, tofu, soy beverage or some of each, instead of milk
- B. Removes three quarts of milk for every pound of cheese.
- C. Removes one quart of milk for every pound of tofu.
- D. Removes one quart of milk for every quart of soy beverage.
- E. Completes an individual assessment for clients with lactose intolerance before substituting milk for tofu or soy beverage if the client requests these foods for reasons other than cultural practices. The CPA must discuss the option of:
 1. Drinking Lactose free milk, Lactaid, or acidophilus milk
 2. Smaller servings of milk to avoid high lactose load

Information:

Additional cheese isn't an option even with a prescription.

POLICY: Reducing Food Packages

The CPA can remove or reduce the amount of food and formula in WIC food packages to better meet the needs of WIC clients for the following reasons:

1. Client request; for example the client can't use the maximum monthly amount of the food or formula allowed.
2. Medical or nutritional reasons, for example client has a food allergy.
3. Another program provides the food. The other program is able to provide more than the maximum monthly amounts allowed by WIC.

The CPA must replace removed or reduced foods and formula when a client or caregiver makes a request while the checks are valid, that is while they are within the first and last day to use.

The CPA must not replace removed or reduced foods and formula once the checks have expired. In that case, the CPA reassigns removed or reduced foods and formula for the current or future month.

PROCEDURE:

The CPA:

- A. Talks about the foods in a food package and how they relate to a healthy diet.
- B. Assesses the need to remove or reduce food and formula in a WIC food package.
- C. Determines the appropriate foods to meet the client's needs.
- D. Reduces the food and formula from the client's food package, as appropriate.
- E. Documents the reason in Client Services.
- F. Replaces reduced or removed foods and formula when the client makes the request while the checks are still valid.

Note: On June 28th staff remove eggs from the WIC checks at the client's request. On July 5th the client changes her mind. She asks WIC staff to add eggs back as part of her June food package. Staff may issue a check with the eggs using the dates of the original checks. Staff add eggs back to the food package so checks will print on the checks in the future.

POLICY: Food for Clients with Inadequate Cooking Facilities, Storage or Refrigeration

Staff must assign foods and issue checks that meet the needs of a client's living situation.

Staff must issue additional checks to clients with no access to:

1. Cooking facilities.
2. Storage.
3. Refrigeration.

Note: Printing additional checks provides the client the option of buying food in smaller amounts.

PROCEDURE:

The CPA:

- A. Assesses the client's access to adequate cooking, storage, and refrigeration.
- B. Determines what foods the client is able to use when cooking, storage, and refrigeration are inadequate.
- C. Assesses the need to reduce the client's foods to better meet the client's needs.
- D. Increases the number of checks so the client can shop more often and buy smaller amounts of food.
- E. Determines appropriate food.

DRAFT

APPENDIX

DRAFT

DRAFT

Food Package Names

Long Version Name	Short Version Name
Infant	Infant
Fully BF 0 thru 5 months	Fully BF 0 thru 5
Fully BF 6 to 12 months	Fully BF 6 to12
Partially BF 1 thru 3 months	Part BF 1 thru 3
Partially BF 4 thru 5 months	Part BF 4 thru 5
Partially BF 6 to 12 months	Part BF 6 to 12
Some BF 0 to 1 month	Some BF 0 to 1
Some BF 1 thru 3 months	Some BF 1 thru 3
Some BF 4 thru 5 months	Some BF 4 thru 5
Some BF 6 to 12 months	Some BF 6 to 12
Formula 0 thru 3 months	Formula 0 thru 3
Formula 4 thru 5 months	Formula 4 thru 5
Formula 6 to 12 months	Formula 6 to 12
Child	Child
Child 1 year	Child 1 year
Child 2 to 5 years	Child 2 to 5
Pregnant Women	Pregnant Women
Pregnant	Pregnant
Pregnant with Multiples	Pregnant 2+
Fully BF	Fully BF
Fully BF Bonus	Fully BF Bonus
Fully BF Multiples	Fully BF 2+
Partially BF+PG	Part BF+PG
Partially BF Multiples	Part BF 2+
Breastfeeding Women	Breastfeeding Women
Fully BF	Fully BF
Fully BF Multiples	Fully BF 2+
Partially BF	Part BF
Partially BF Multiples	Part BF 2+
Some BF 0 to 1 month	Some BF 0 to 1
Some BF 1 thru 6 months	Some BF 1 thru 6
Some BF 7 to 12 months	Some BF 7 to 12
Postpartum Women	Postpartum Women
Postpartum	Postpartum

The standard food package name includes an asterisk when changed by staff to meet the needs of the client.

Washington State WIC Approved Formulas Listed by Formula Company

Abbott Nutrition	Nestlé Gerber	Mead Johnson Nutritionals
Similac Advance	Gerber Good Start Soy	Enfamil EnfaCare
Similac Sensitive	Gerber Extensive HA	Enfamil Nutramigen
Similac Spit-Up		
Similac Total Comfort		
Similac NeoSure		
Similac Alimentum		
PediaSure		

Website Addresses for Washington State WIC Approved Formulas:

Abbott Nutrition

abbottnutrition.com/brands/abbott-brands

Mead Johnson Nutritionals

www.mjn.com/app/iwp/MJN/guestHome.do?dm=mj&ls=0&csred=1&r=3412115456

Gerber

www.gerber.com/products/formula

Additional formula information is available on the Washington State WIC website:

www.doh.wa.gov/WICfoods/infantformula

Washington State WIC Approved Formulas

Milk-based Formulas Kosher and Halal	Soy-based Formulas Kosher and Halal Processed with <u>no</u> animal based ingredients	Milk-based Formulas Non-Kosher, non-Halal
Similac Advance	Gerber Good Start Soy	Similac Alimentum
Similac Sensitive		Enfamil Nutramigen
Similac Spit-Up		Gerber Extensive HA
Similac Total Comfort		
Similac NeoSure		
PediaSure		
Enfamil EnfaCare (Kosher only)		

People of the Islamic faith (Muslims) and Jewish faith have similar dietary restrictions. Kosher refers to Jewish religious law. Halal refers to Muslim religious law.

Clients who follow strict halal or kosher practices should consult their personal Imam, rabbi, or religious leader before selecting an infant formula.



Returned WIC Formula Donation Record

Name of organization where WIC food was donated:

Address of organization:

Phone number of organization: ()

# of Cans Donated	Type	Name of Formula
	<input type="checkbox"/> Powdered	
	<input type="checkbox"/> Concentrate	
	<input type="checkbox"/> Ready-to-feed	

Organization representative's printed name and signature

WIC staff signature

Date organization received formula: _____ / _____ / _____
Month Day Year



Returned WIC Food Donation Record

Name of organization where WIC food was donated:		
Address of organization:		
Phone number of organization: ()		Date:
<p>Food Description</p> <ul style="list-style-type: none"> <input type="checkbox"/> Infant cereal <input type="checkbox"/> Infant fruits or vegetables <input type="checkbox"/> Infant meats <input type="checkbox"/> Breakfast cereal <input type="checkbox"/> Dried beans, peas, lentils <input type="checkbox"/> Fish - canned <input type="checkbox"/> Juice - bottled or canned <input type="checkbox"/> Dry milk <input type="checkbox"/> Evaporated milk <input type="checkbox"/> Peanut butter <input type="checkbox"/> Soy beverage – shelf stable <input type="checkbox"/> Tofu – shelf stable <input type="checkbox"/> Brown rice <input type="checkbox"/> Bulgur <input type="checkbox"/> Oatmeal <input type="checkbox"/> Other 	<p>Food Amount</p>	<p>Comments</p>
Organization representative's printed name and signature		
WIC staff signature		