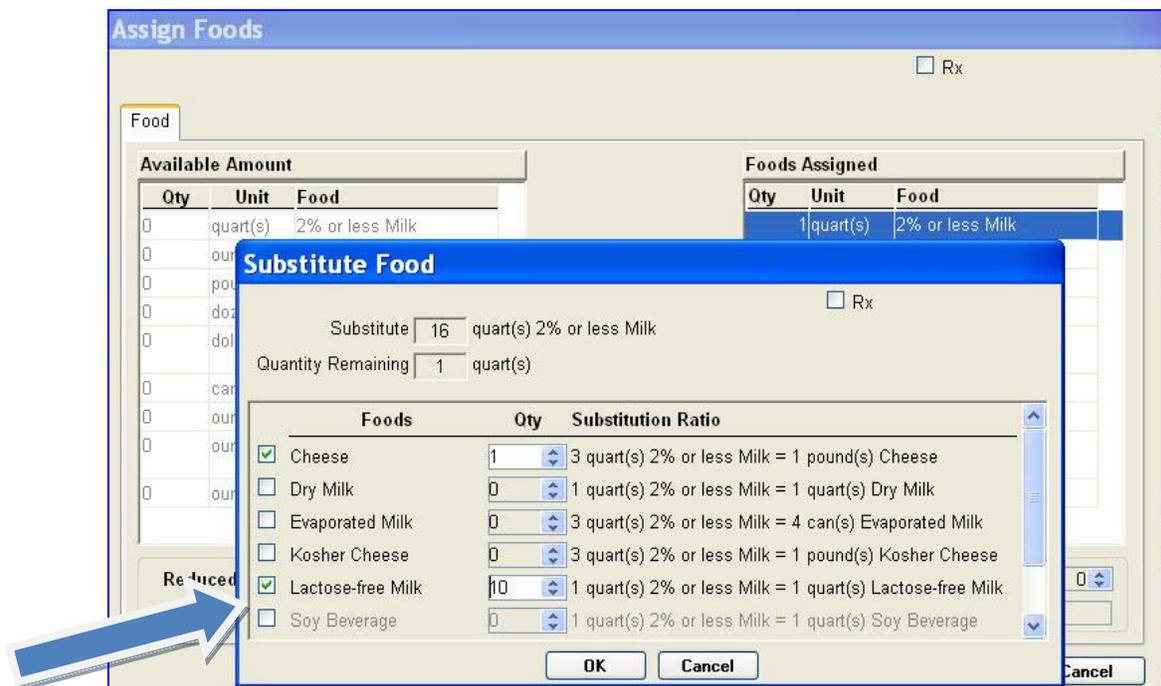


HOW TO CHANGE TO LACTOSE FREE MILK

In Client Services:

1. Select the **Assign Foods** tab.
2. Select **Substitute** to open the **Substitute Food** window.
3. Check the **Lactose-free Milk** check box on the left.
4. Choose the **quantity of lactose free milk** using the arrows.

Note: Because lactose free milk is rarely available in quarts, substitute in even amounts so the client can buy lactose free milk in gallon and ½ gallon sizes. For example, 10 quarts of lactose free milk will equal 2 gallons (8 quarts) + ½ gallon (2 quarts).



The Substitute Food window with Lactose-free milk selected

Lactose free Whole Milk

Whole milk is available in the lactose free brands, however not all stores carry it. If the client needs lactose free whole milk and the store doesn't carry it, ask the client to talk to the store manager about ordering it. Most stores will work with clients to have available the products they need.

- The checks will not specify "whole" lactose free milk and so clients will need to be informed this is the milk they should buy if they have a prescription for whole milk or are a 1-2 year old child.

HOW TO CHANGE TO LACTOSE FREE MILK

View Checks - Example, Miles K - Child 2 to 5*

Check 1

- 1 half gallon(s) 2%, 1%, or non fat milk, any brand
- 1 gallon(s) lactose free milk, any brand
- 1 half gallon(s) lactose free milk, any brand
- 36 oz cereal, 11 oz box or larger
- 1 dozen white eggs, small, medium, or large
- 1 juice, 64 oz plastic bottles
- 1 lb cheese, any brand, made in USA

Check 2

- 1 quart(s) 2%, 1%, or non fat milk, any brand
- 1 gallon(s) lactose free milk, any brand
- 1 16/18oz peanut butter OR 1 lb. dried beans/peas/lentils
- 1 juice, 64 oz plastic bottles
- 32 oz whole grain choices

Check 3

- 6 dollars fresh fruits and/or vegetables

Note: remaining quart of milk for this check is for regular milk.

View Checks with lactose free milk substituted

Client ID#: _____ Name: Example, Miles K
 Pay To: Any Washington WIC Approved Store

First Day To Use: Jan 05, 2010
 Last Day To Use: Feb 05, 2010

*** You may buy less, not more *** See Food Brochure ***

1 quart(s) 2%, 1%, or non fat milk, any brand
 1 gallon(s) lactose free milk, any brand
 36 oz cereal, 11 oz box or larger
 1 dozen white eggs, small, medium, or large
 1 juice, 64 oz plastic bottles
 1 lb cheese, any brand, made in USA

Replacement Check X
 January 2010
 999994 / 20091228

VOID

Retailer must deposit this check within 60 days of "First Day To Use"

Customer Signature - Show ID to match name below
 Example, Amalia N
 Example, Douglas J

1259868514

WIC check with lactose free milk and regular milk

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 To submit a request, please call 1-800-841-1410 (TDD/TTY 1-800-833-6388).

