**WASHINGTON STATE WIC NUTRITION PROGRAM**

**Washington State WIC Manual**

**Notice of Revision**

<table>
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<tr>
<th>Date: 9/28/2017</th>
<th>Notice Number: 2017-09</th>
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<tr>
<th>Volume 1</th>
<th>Volume 2</th>
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<tr>
<th>Chapter: 24 – Medical Documentation for Formula and Foods</th>
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<th>Section: See Table of Revisions</th>
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<tr>
<th>Policy/Recommendation/Description/Procedure:</th>
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<tr>
<th>Type of Action/Change:</th>
<th>Supersedes</th>
<th>New</th>
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**If you have questions about this revision or wish additional copies, call or write:**

Department of Health  
State WIC Nutrition Program  
P.O. Box 47886  
Olympia WA 98504-7886  
Call: 1-800-841-1410

**Explanation of Revisions:**

This chapter was revised to reflect new food choices effective October 2, 2017. Please review the attached Table of Revisions for specific changes.

- We’re posting the DRAFT chapter pending approval from Food and Nutrition Services (FNS).
  - This DRAFT goes into effect immediately.
  - We’ll send a hard copy of the chapter once it’s approved.

**Remove:** Remove the chapter dated 4/2017 from Volume 1 of the manual.

**Insert:** This current DRAFT revision dated 10/2017.

**Attachments:**

- Memo
- Manual Revision
- Other__________________________
This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn’t discriminate.
Table of Revisions

<table>
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<tr>
<th>Policy/Page</th>
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<tbody>
<tr>
<td>Through-out the chapter</td>
<td>1. Changed the name of the chapter from “WIC Prescriptions” to “Medical Documentation for Formulas and Foods” 2. Revised the Medical Documentation Forms to align with revised policies and new WIC foods.</td>
<td><em>The WIC Medical Documentation Forms were revised and are on the WIC website.</em>  <em>When using hyperlinks to another policy in this chapter, press the “Alt” and “Left Arrow” key at the same time to return to your previous location in the chapter.</em></td>
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</table>
| Providing Alternate Formulas to Infants p. 1 - 2 | **Procedure:**  
G: Keep current WIC medical Documentation Forms onsite and readily available until they expire.  
- Keep expired Medical Documentation Forms for four years. |  |
| General Requirements for Providing Prescribed WIC Formulas and Foods p. 3 - 8 | **Policy:**  
2. Updated the following medical diagnosis:  
- Added “current”: Underweight or low weight gain in current pregnancy (for pregnant women)  
- Added: Pre-pregnancy BMI < 18.5 for current pregnancy  
7. Added the following:  
- 2**nd** bullet: When a woman returns to fully breastfeeding, formula will be discontinued.  
- Note: See Appendix for detailed instructions on calculating ounces.  
10. Added #10:  
- Keep current WIC Medical Documentation Forms onsite and readily available until they expire.  
- Keep expired Medical Documentation Forms for four years.  
**Procedure:**  
Clarified in Procedure D and E, the CPA does the following:  
D. Talks with the client or caregiver about the amount of formula the client needs unless the medical provider prescribed the ounces per day.  
E. Talks with the client or caregiver about the client’s nutrition needs and what WIC foods to provide. |  |
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| Providing Prescribed WIC Formulas and Foods to Infants p. 9 - 11 | **G.** Clarified “signed” release in both bullets and added the Best Practice.  
**Best Practice:** To allow clinic staff to contact the medical provider with questions or concerns, have the client or caregiver sign a release of information prior to visiting the medical provider. |                                                                                                                                                                                                         |
| Providing Prescribed WIC Formulas and Foods to Women and Children p. 13 - 15 | **Procedure:**  
Added clarification to the 1st bullet under H:  
- The medical provider should explain the reason ready-to-feed (RTF) is needed in the Notes section on the WIC Medical Documentation Form.  
**Policy:**  
Clarified the following:  
- All supplemental foods are provided unless indicated they are not to be included in the food package.  
- Children over age two and women can also get one quart low-fat or nonfat yogurt. |                                                                                                                                                                                                         |
| Grace Periods for Prescribed Formulas p. 18 - 19 | **Procedure:**  
Clarified Procedure A:  
The CPA take with the client or caregiver about the likelihood of a qualifying medical diagnosis before providing a grace period for formula, or must do an assessment before providing a grace period for an alternate formula for infants.  
**Policy:**  
Added new exception to this policy:  
- When a woman returns to fully breastfeeding, the prescribed formula will no longer be provided. |                                                                                                                                                                                                         |
| Changing Prescribed Formulas and Foods When a WIC Medical Documentation Form is in Effect p. 20 - 21 | **Policy:**  
Added new exception to this policy:  
- When a woman returns to fully breastfeeding, the prescribed formula will no longer be provided. |                                                                                                                                                                                                         |
| Expired and Discontinued Medical Documentation Forms p. 22 | **Policy:**  
Changed policy name from “Expired and Discontinued Prescriptions” to “Expired and Discontinued Medical Documentation Forms” |                                                                                                                                                                                                         |
| Transfer Clients Who Need Prescribed WIC Formulas and Foods p. 23 - 25 | **Policy:**  
Clarified requirements for clients who transfer in from out of state:  
- Medical Documentation Forms are required for prescribed formulas and foods.  
- If prescription information isn’t available and staff can’t contact the previous clinic, |                                                                                                                                                                                                         |
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| provide a grace period for prescribed WIC formulas.                       | • Staff can’t give a grace period for food.  
• Ask tDoche client to get a new WIC Medical Documentation Form from their medical provider.                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                           |
| Informing Clients about the Process to Receive Formulas and/or Nutrition Products from Medicaid, TRICARE, Private Health Insurance and Other Providers p. 26 - 27 | **Procedure:** Clarified A, 1, Note:  
If the client’s private health insurance doesn’t provide the formula and/or nutrition product, then Medicaid may provide it. Medicaid requires a completed WIC/Medicaid form and a statement from the private health insurance provider stating they won’t provide the formula and/or nutrition product to the client. |                                                                                                                                                                                                                           |
| Completing the WIC/Medicaid Nutrition Form p. 28 - 29                   | **Policy:** Clarified 1st bullet:  
- Caregivers, non-WIC families, hospitals, enteral care providers or durable medical equipment providers may request the form.  
Changed from Note to 2nd bullet:  
- Any staff can complete the WIC/Medical Nutrition Form required by Medicaid.  
Added the 3rd and 4th bullets:  
- Review the likelihood of a medical diagnosis with the client before giving a WIC/Medicaid Nutrition Form to fulfill a request for a standard infant formula not covered by WIC.  
- Standard infant formula isn’t covered by Medicaid in most circumstances. Medicaid requires a medical diagnosis behind symptoms such as spitting up or vomiting. |                                                                                                                                                                                                                           |
| WIC Benefits Provided to WIC Clients Receiving Formulas and/or Nutrition Products from Medicaid, TRICARE, Private Health Insurance or Other Providers p. 30 | **Procedure:** Clarified in Procedure C: The CPA assigns a food package as appropriate to the client’s category and nutritional needs.                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                           |