

**Purpose**

Provide guidance on using donated “gift” items in the WIC Program

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**Use of Donated Items**

The WIC Program may receive donated items to give to WIC participants, within the guidelines listed below. The Local Agency WIC Director should consult with State WIC Staff to determine appropriateness and use discretion in accepting items.

- WIC staff time should not routinely be used to organize and distribute free items.
- It is recommended that the agency use volunteers to distribute free items. An alternate option would be to place items in a central area for participants to self-select items.
- Formula related items cannot be given away. Formula from the local agency’s stock may be provided in emergency situations as outlined in Volume III, Section F, page 5a-b.
- Items donated by a company for purposes of “promotion” or advertising for a manufacturer or product are not acceptable. Private donations may be accepted.
- WIC should not be associated with a “warehouse” agency that provides donated items, and should not use WIC resources to give away such items. Staff should refer participants to such an agency for needed items.
- Local agencies should develop internal procedures for handling donated “gift” items and should submit their procedures to the State Agency for approval. Contact the WIC office for questions on specific donations.