
Purpose

To outline the procedure for obtaining State WIC RD approval for non-contract and special infant formulas.

When State WIC RD Approval is Needed

State WIC RD approval is required prior to issuance of the following formulas:

- Human Milk Fortifier
- Pre-term infant formulas available only in nursette bottles Similac Special Care Advance 20 and 24)
- Any formula not currently listed in the WIC computer system or that the WIC CPA is unfamiliar with

A state WIC RD is available for consultation whenever a CPA wishes to discuss a particular formula or request.

Information Needed When Calling State WIC RD For Approval

The CPA should call the State WIC office and ask to speak with a WIC RD for a formula approval during normal business hours.

- **The phone number of the State WIC office is (402) 471-2781.**

The WIC Computer Help Desk phone number should not be used to call the State WIC office for formula approval.

Prior to contacting the State WIC RD for a formula approval, please have the following information ready:

- Agency and clinic number
 - Client ID number
 - Client date of birth
 - Prescription for formula
 - Physician name
 - Formula name
 - Reason for issuance (specific medical condition)
 - History of formulas tried, symptoms and supporting medical information
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Documentation of Approval

After obtaining approval for the formula issuance, document approval, length of approval and any necessary follow-up information in the client's chart.

Documentation of Approval (cont.)

When a CPA calls for formula approval, the State WIC RD enters the information into a computer program that is separate from the WIC system. This program allows tracking of the formula approved, length of approval and specific follow-up information for each client. An example of this form is included at the end of this procedure.

Follow Up Procedure For State WIC RD Approved Formulas

Each month, the state WIC Food Operations Coordinator will review all approved formulas that indicate follow-up is required during that month.

After reviewing the approval forms, the WIC Food Operations Coordinator will send a report to each local agency for any clients requiring follow-up during the month. The local agency has the entire month to complete the report.

The local agency CPA will document appropriate follow-up on the report form and return it to the Food Operations Coordinator.

Follow-up should include:

- Date follow-up contact was made with the client or responsible party
- Name of the CPA completing the follow-up
- Date State WIC RD was called
- What type of follow-up was done, i.e.) new prescription brought in and state called back, rechallenged as directed and no prescription needed, changed to contract formula or client did not return, etc.

You do not need to send back reports that show that a 1-year-old is now receiving a child's food package. *Follow up is only needed for 1 year olds if they are staying on a formula.*

Sample Formula Approval Log

WIC Formula Approval Log Sheet (All Fields MUST be completed)

[\[Home\]](#) [\[Follow Up Sheets\]](#)

Approved By: <input style="width: 80px;" type="text" value="jac"/>		ID # 3898 <input style="width: 40px;" type="text" value="3898"/> updated Dec 22 2003 10:15AM <input style="width: 60px;" type="text" value="Dec 22 2003 1"/>
Name of Caller: <input style="width: 80px;" type="text" value="liz"/>		Date Called: <input style="width: 80px;" type="text" value="12/22/2003 10"/>
Agency Number <input style="width: 60px;" type="text" value="010"/>	Clinic Number <input style="width: 60px;" type="text" value="7001"/>	
Participant ID <input style="width: 60px;" type="text" value="123456"/>	Date Of Birth <input style="width: 60px;" type="text" value="11/19/03"/>	Doctor: <input style="width: 80px;" type="text" value="Smith"/>
Formula <input style="width: 80px;" type="text" value="Similac"/>	Diagnosis <input style="width: 90%; height: 40px;" type="text"/>	
Follow Up Text: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Projectile vomiting w hen infant tried Enfamil ro Prosobee. Infant to rechallenge after mid-cert w ith contract formula. </div>		
Approved Until: <input style="width: 80px;" type="text" value="5/1/2004"/>		
<input style="width: 40px;" type="button" value="Save New Log"/> <input style="width: 40px;" type="button" value="Clear Log She"/>		