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**Purpose** This procedure outlines the storage and use of formula purchased with WIC checks that has been returned to the WIC agency.

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**When Returned  
Formula May Be  
Issued To Clients** Formula returned to the WIC agency purchased by WIC checks may be retained for use in special circumstances as deemed appropriate by the certified professional authority.

An example of a special circumstance would include but is not limited to the following:

- Delay in the client receiving a State approved special formula at the WIC retailer due to ordering timeframe. If the agency has the special formula in stock, the certified professional authority may issue the amount of formula needed until the formula is received at the WIC retailer. Up to a 15 day supply may be issued with the balance of the month's benefits given via WIC food instrument(s).

If other questionable situations arise feel free to contact the State WIC Food Operations Coordinator for guidance.

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**When Returned  
Formula May Not Be  
Issued To Clients** The following are **not** considered special circumstances and returned formula may not be given.

- Parent/guardian runs out of formula before the next food instrument issuance appointment.
- Supplemental formula for breastfed infants.
- Delay in scheduling first appointment.

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**Documentation Of  
Formula Issuance** The provision of any stock formula must be documented in the client's chart. Document the quantity provided, type of formula, and reason of stock formula issuance.

**Remember:** Provision of stock formula to a WIC client does not count as the receipt of WIC benefits. Clients must receive at least one food instrument each month to be counted as an active WIC client. The only exception is issuance through direct distribution of a special formula that can not be purchased at a WIC retailer. An example would be NeoSure in a 4 oz ready-to-feed size.

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**Storage Of Returned  
Formula** Returned formula should be stored in a dry and cool location.

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**Formula Inventory**

An inventory of formula returned to the clinic and formula issued to clients must be maintained. See the inventory record form at the end of this procedure. One page should be used for each type of formula returned.

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**Maintaining Formula Inventory**

Formula returned to the WIC agency should be inspected before placing in inventory. Cans should be checked to ensure that they are not damaged or have not expired. WIC staff should ask clients where and how the formula was stored, (e.g. was formula stored in a location where there are no temperature extremes).

Damaged or expired formula or formula of questionable quality should be destroyed.

The inventory should be checked monthly for cans that are nearing expiration. Formula nearing expiration may be donated to a food bank, food pantry, or any other applicable community resource.

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