



Procedure: Prescribing and Issuing Prorated Packages

Functional Area: II Nutrition Services/Breastfeeding

Section: B 2d

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Purpose

To provide guidance on the appropriate use and issuance of prorated food packages.

Definition of Prorated Packages

A prorated food package is a proportional reduction in food package benefits. A prorated food package is issued when the time period of a prescribed food package must be reduced. The standard prorated food package is approximately one half the food of the full food package.

For a complete list of prorated packages see the tables at the end of this procedure.

Circumstances In Which Prorated Food Packages May Be Issued

Prorated food packages may be used to provide benefits to a client in circumstances where a 30 day issuance period is not practical or valid.

The following describes how and when to use prorated food packages.

Missed Appointments

- Missing WIC appointments should be discouraged.
- The use of alternate shoppers should be strongly encouraged when circumstances prevent meeting one's appointment.

If a client attends the same or another clinic later in the month, the following guidelines apply for women and children:

- Issue a full package and schedule the next appointment 30 or 60 days from now. **Do not back date checks.**
- In the case of a clinic meeting infrequently and there is not the ability to schedule the next appointment in 30 to 60 days, you may follow this guidance in the table below:

≥ 23 days until next appointment	Issue full food package
22 to 8 days until next appointment	Issue standard prorated food package for women and children
< 7 days until next appointment	Wait until next appointment

- For an infant, issue the amount of formula appropriate for the remaining period of time until the next appointment.

**Circumstances In Which
Prorated Food Packages
May Be Issued (Cont.)**

Bringing family members into one pick-up schedule

- Use the above table for this or issue appropriate amount of formula.

Newborn Infants

- Clients should be encouraged to plan throughout their pregnancy for the birth of their baby. Breastfeeding information, preparation, encouragement, and support are appropriate during this time. If the mother has indicated that she plans to use formula, she should be encouraged to have formula on hand. Appointments are not immediately available and it is acceptable to certify the baby when the rest of the family comes in for their appointment as long as the 10 day processing standards are met. If the baby is certified prior to the appointment for the rest of the family, the appropriate number of cans of formula should be issued.

Formula Exchange

- When an infant needs a different formula within a benefit period and formula is brought in for exchange, issue the amount needed for the time period remaining until the next appointment. A can for can exchange is not appropriate as we go forward from the date of request.

Moving to Another Clinic

- When clinic dates change as a result of a family moving to another town and attending another clinic, the client will start a new 30 day check issuance period based on the new clinic dates. Prorated food packages will not need to be issued in this circumstance. There may be a gap between the last date to use on the checks and the next possible appointment but the client will receive a full month of benefits if they are received before the month is over. Food Packages are not to be issued to fill in this gap. If the client misses the new clinic date, another clinic location may be offered to her for the month, if she chooses. Then she should be scheduled at the new location for the following month.

Clients requesting changes in pick-up days

- When a client requests a new pick-up day at the same clinic, a new 30 day benefit period begins with the new pick up date. Prorated food packages are not to be issued.

**Prorated Food Package
Listing**

Staff may use the attached prorated food package listing when a prorated package is necessary. Those situations in which a prorated food package may be necessary are listed above.

Prorated Food Package Listing (cont.)

There are food packages that do not have prorated packages in the WIC computer system. If circumstances arise that require a prorated package that is not available, staff may contact the WIC Food Operations Coordinator at the State WIC office for assistance.

Who Issues Prorated Food Packages

A CPA must determine and assign any prorated packages.

Prorated Food Packages

Children – Toddlers (age 1)	Food Package Number	Food Package Description
<u>Prorated Food Package – approximately one half of full package</u>	TP1 2 checks	1 64 oz juice, 18 oz cereal, 1 lb whole wheat bread, 16 oz tortillas, or 14 – 16 oz brown rice, 2 gal whole milk, 1 doz eggs, 1 18 oz peanut butter or beans – 4 cans or 1 lb dry Fresh Fruits and/or Fresh Vegetables Maximum Amount \$8.00

Children – age 2 and older	Food Package Number	Food Package Description
<u>Prorated Food Package – approximately one half of full package</u>	CP1 2 checks	1 64 oz juice, 18 oz cereal, 1 lb whole wheat bread, 16 oz tortillas, or 14 – 16 oz brown rice, 2 gal milk, 1 doz eggs, 1 18 oz peanut butter or beans – 4 cans or 1 lb dry Fresh Fruits and/or Fresh Vegetables Maximum Amount \$8.00

Pregnant and Mostly Breastfeeding Women	Food Package Number	Food Package Description
<u>Prorated Food Package – approximately one half of full package</u>	PP1	2 cans 11.5 – 12 oz juice, 18 oz cereal, 1 18 oz peanut butter or beans – 4 cans or 1 lb dry, 3 gal milk, 1 doz eggs, 1 lb whole wheat bread, 16 oz tortillas or 14 – 16 oz brown rice.
	MP1	
	2 checks	Fresh Fruits and/or Fresh Vegetables Maximum Amount \$10.00

Postpartum and Some Breastfeeding Women	Food Package Number	Food Package Description
<u>Prorated Food Package – approximately one half of full package</u>	DP1	1 can 11.5 – 12 oz juice, 18 oz cereal, 1 18 oz peanut butter or beans – 4 cans or 1 lb dry, 2 gal milk, 1 doz eggs.
	SP1	
	2 checks	Fresh Fruits and/or Fresh Vegetables Maximum Amount \$10.00

Exclusively Breastfeeding Women	Food Package Number	Food Package Description
<u>Prorated Food Package – approximately one half of full package</u>	EP1	2 cans 11.5 – 12 oz juice, 18 oz cereal, 1 18 oz peanut butter or beans – 4 cans or 1 lb dry, 1 gal milk, 1 lb whole wheat bread, 16 oz tortillas, or 14 – 16 oz brown rice, 2 gal milk, 1 lb cheese, 1 doz eggs, 15 oz tuna and/or salmon
	3 checks	
		Fresh Fruits and/or Fresh Vegetables Maximum Amount \$10.00