

## New Hampshire WIC Policy & Procedure Manual

### Chapter 2. NUTRITION & BREASTFEEDING SERVICES

#### B. Food Package Design

---

##### Food Package III-Special Formula

##### All WIC participant categories with qualifying medical conditions

**Purpose** To provide WIC participants with supplemental food benefits and special formula according to their WIC category and nutritional needs.

**Policy** The local agency shall provide participants, with qualifying medical conditions, a food package that may include both the requested special formula and the full food package they would have received, if they had not been on a special formula when not medically contraindicated. Local agency may also provide additional standard infant formula in lieu of supplemental foods normally provided 6-12 months of age for infants with a medical condition that prevents the addition of infant foods such as but not limited to: prematurity, dysphagia, and developmental delays.

The New Hampshire WIC Program will provide a special/standard formula for participants with documented qualifying medical conditions that require the use of a special/standard formula when conventional foods are not allowed, restricted or are inadequate to meet their special nutritional needs. The NH WIC Program assumes authorization, unless otherwise directed on the Request for Special Formula form (RSF), that the WIC nutritionist/CPA will determine and issue appropriate WIC supplemental foods for the WIC participant based on a complete nutrition assessment. A Request for Standard Formula w/o Foods form (RSF w/o Foods) is required for additional standard formula w/o foods for infants 6-12 months.

The base food packages, including maximum amounts of supplemental foods allowed for each category are found in the attachment called NH StarLINC Base Food Package Quick Guide. [WIC Approved Foods](#) list provides detail of which foods per food category are allowed and not allowed.

Infants are allowed the same formula amounts for their age and feeding category as Food Package I and II. Infants, for whom supplemental foods are contraindicated, are provided formula at the 4-5 month amount. The maximum amount of formula for women and children receiving a special formula is 910 fluid ounces per month. See NH WIC Formulary chart.

Per the Nutritionist/Competent Professional Authority's (CPA) assessment or HCP's documentation the following substitutions are allowed: whole milk may be provided to women and children in addition to special formula when additional calories are required; and/or the substitution of infant jarred fruits, vegetables and cereals may be provided in place of the entire Cash Value Benefit (CVB) and adult cereals respectively.

## New Hampshire WIC Policy & Procedure Manual

### Chapter 2. NUTRITION & BREASTFEEDING SERVICES

#### B. Food Package Design

---

**Qualifying medical conditions include, but are not limited to:** premature birth, low birth weight, failure to thrive, 12-24 month old child requiring a soy beverage, metabolic disorders, gastrointestinal disorders, malabsorption disorders, immune system disorders, severe food allergies, and other life threatening diseases, disorders, and conditions that adversely affect the participant's nutritional status.

**Non-qualifying conditions include:** formula intolerance that does not require the use of a special formula, women or children with a food intolerance to lactose or a milk protein allergy that can be successfully managed using one of the other food packages (i.e. lactose free milk or soy milk), and formula for enhancing nutrient intake or managing weight. The following conditions are not acceptable for the provision of a special formula: intolerance, spitting up, fussiness, constipation, feeding problems in the newborn, feeding difficulties and mismanagement, flatulence, eructation and gas pain, diarrhea, abdominal pain or colic. See Contract Formula policy.

The local agency shall issue formula in concentrate liquid or powder. See exceptions for providing ready-to-feed formula.

#### **Authority**

CFR 246.10 (e)(3-7)

#### **Procedure**

The nutritionist/(CPA) shall conduct a thorough nutrition and health assessment on the participant, thus assuring that the formula requested is appropriate for their health condition and age. This includes an assessment of underfeeding or overfeeding, and appropriate introduction of solid foods for infants. Assessment shall also include review of proper formula storage, handling, and preparation, including water source assessment. To support education, the nutritionist/CPA shall review and provide either the Mixing Powder Infant Formula or Preparing Ready-to-Feed or Liquid Concentrate Infant Formula handout as indicated by the type of formula provided. Protect Your Baby from Cronobacter handout shall be reviewed/provided to infants younger than 2 months old, babies born prematurely or with a weakened immune system. This also includes a review of the medical documentation and consultation with the health care provider if there are any questions, concerns or missing documentation for the prescribed formula/foods. The parent/guardian's permission is included on the RSF and the RSF w/o foods forms. The nutritionist/CPA shall assure documentation in StarLINC is complete.

Medical documentation for formula provide on FPIII shall include the following:

- Participant name,
- Date of birth,
- Qualifying medical diagnosis including ICD code(s),
- Formula name,
- Length of issuance (not to exceed 12 months for special, 3 months

## New Hampshire WIC Policy & Procedure Manual

### Chapter 2. NUTRITION & BREASTFEEDING SERVICES

#### B. Food Package Design

---

for standard formula),

- Prescribed amount of formula needed if other than WIC maximum,
- If selected, identification of formula only or if any WIC foods need to be omitted or modified for participants 6 months and older.
- Signature of a healthcare provider licensed to write prescriptions in New Hampshire including, Medical Doctor, Doctor of Osteopathy, Nurse Practitioner or Physician Assistant (MD, DO, NP and PA)
- Healthcare provider's contact information, and,
- Date of written prescription.

Pre-printed or standing order prescription forms for any formula shall not be accepted.

Medical documentation is:

- valid for up to 12 months for a special formula, 3 months for standard w/o foods
- needed to make changes to a different formula
- needed to make changes to the supplemental foods if authorization of the WIC nutritionist is not allowed,
- needed for infants at  $\geq 6$  months of age and children receiving special formula (through Medicaid) to allow supplemental foods.

The Request for Special Formula (RSF) form assumes, unless directed otherwise by the prescribing healthcare provider, that the WIC nutritionist is authorized to determine and issue the appropriate WIC supplemental foods, including the amounts and the length of issuance, for the participant based on a complete nutrition assessment. When supplemental foods determination is deferred to the nutritionist/CPA, the nutritionist shall review and make appropriate adjustments to the food package in accordance to the participant's documented medical condition, including provision of whole milk for growth concerns. Nutritionist/CPA shall consult with the participant's HCP if there is any concern regarding the appropriate supplemental foods to be provided.

Participants whose RSF or RSF w/o foods form indicates the WIC nutritionist is not authorized to determine the appropriate supplemental foods for the participant-by the selection of omit all foods option shall be provided formula at the prescribed amounts not to exceed the maximum allowed. When all supplemental foods are omitted, infants are provided formula at the 4-5 month allowance rate; children/women are provided up to 910 oz. formula per month.

Participants whose RSF indicates the WIC nutritionist is not authorized to determine the appropriate supplemental foods for the participant-by the omission of specific foods by the prescribing HCP shall have the selected food foods removed from their assigned food package and the prescribed formula provided not to exceed maximum allowed.

The nutritionist/Competent Professional Authority (CPA) shall assign a

## New Hampshire WIC Policy & Procedure Manual

### Chapter 2. NUTRITION & BREASTFEEDING SERVICES

#### B. Food Package Design

---

participant's food package on the Assign Food Package Screen in accordance with federal regulations, state policy and RSF when applicable. The nutritionist/CPA shall provide the full maximum monthly allowance of all foods for WIC participants with documentation. Reduced quantities may be provided or eliminated per the nutritionist/CPA's assessment or at the request of the healthcare provider or the participant. See Food Package Policy per participant category and Food Package Tailoring policy.

Documentation obtained on the RSF or RSF w/o foods form, documentation received on a healthcare provider's letterhead, prescription or when obtained verbally shall be recorded in the participant's StarLINC Special Authorization/Tailor Screen. This shall include:

- Prescribing healthcare provider's name and credentials,
- Diagnosis with ICDCode(s),
- Formula name,
- Amount of formula requested (if different than the maximum amount allowed by WIC),
- Length of issuance (not to exceed 12 months for special, 3 months for standard formula),
- Authorization of supplemental foods to WIC nutritionist/CPA or HCP supplemental foods omitted to include: What foods are eliminated/restricted per Nutritionist/CPA assessment, what foods are eliminated per HCP documentation or per participant request,
- Date on the form or documentation provided.

An example(s) of this are as follows:

Dr. John Smith, M.D., Prematurity 765.1, NeoSure powder, up to 6oz per day (180 oz./month), LOI=3months, no foods per MD, dated 01/01/201X.

Dr. Jane Smith, P.A., Severe Food Allergy-Cow milk protein V15.02, Neocate Junior, maximum formula, LOI=12 months, authorization to determine foods—foods removed per CPA: milk/cheese. Eggs removed per mom's request, dated 01/01/201X.

Jose Smith, NP, Prematurity 765.1, Enfamil Infant powder, 30 oz. per day, LOI=3 months, no foods at this time per HCP, dated 04/01/20XX.

Staff shall copy and paste this information into the Tailor Food Package Screen that will auto-populate the StarLINC Administrative Notes with the same information. If verbal orders are obtained, they shall also include the above information and the person at the healthcare provider's office communicating the information.

Staff shall ask all caregivers of infants or children on the WIC Program if they are receiving formula from another program prior to issuing a food package and if yes, document by checking the "receives formula

## New Hampshire WIC Policy & Procedure Manual

### Chapter 2. NUTRITION & BREASTFEEDING SERVICES

#### B. Food Package Design

---

from another program” checkbox on the Assign Food Package Screen. This field shall be updated according to the response of the parent/caregiver. If WIC is providing the formula this field should not be selected. See Special Formula Provided Through NH Medicaid policy.

Nutrition Education Notes shall be entered to summarize the nutritional issues discussed and plans for follow-up. Appropriate risk codes shall be updated.

All participants provided formula through a FPIII (special formula or additional standard formula w/o foods) are considered High Priority/professional discretion high risk and require follow-up nutrition appointments with a nutritionist/CPA. The nutritionist shall evaluate the continued need for the special or additional standard formula through nutrition and health assessments and provide appropriate counseling.

#### **Food Package III Formula Folder**

The WIC local agency shall maintain a WIC Special/Standard Formula folder. The Request for Special Formula Form or documentation received on a healthcare provider’s letterhead or prescription shall be kept for 3 years.

#### **Exceptions**

The NH WIC Program shall coordinate formula provided through Medicaid for dually enrolled participants. See Special Formula Provided through Medicaid policy.

Verbal requests for formula that meet the criteria for the issuance of a special formula are acceptable with written documentation to be sent from the healthcare provider within 30 days. Staff shall use the RSF to obtain the needed information and document as “verbal”. File in the special formula folder. One month of benefits shall be provided with a valid verbal request.

Ready-to-feed(RTF) formula may be provided when the CPA determines and documents:

1. The participant’s household has unsanitary or restricted water supply or poor refrigeration;
2. The person caring for the participant may have difficulty in correctly preparing the concentrate or powder formula; or
3. The formula is only available in ready-to-feed.

The following conditions are also allowed for participants receiving a Food Package III.

4. If the RTF formula accommodates the participant’s condition or
5. If the RTF formula improves the participant’s compliance in consuming the prescribed formula.

# **New Hampshire WIC Policy & Procedure Manual**

## **Chapter 2. NUTRITION & BREASTFEEDING SERVICES**

### **B. Food Package Design**

---

RTF formula shall be provided in the largest container possible that aligns with the infant's feeding requirements/intake and need to dispose of RTF formula w/in 48 hours of opening. Smaller single serve units RTF formula may be provided in situations such as but not limited to the participant lacks refrigeration and powdered formula is not suitable to the situation.