

Maine Center for Disease Control and Prevention

WIC Nutrition Program

Effective: October 1, 2012

Policy No. FD-7

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Return of Unused Formula and WIC Eligible Nutritionals

Authority

7 CFR § 246.4 (a)(14)(x)

Policy

1. The Local Agency must maintain documentation of returned standard infant formula and WIC-eligible nutritionals.
2. Local Agencies may only accept unopened containers of formula or WIC-eligible nutritionals from participants when there has been a change in formula or form ordered by the participant's health care provider.
3. The Local Agency assumes responsibility for proper handling and storage of formula and WIC-eligible nutritionals that are returned by participants.

Procedures

1. When a formula or WIC-eligible nutritional prescription changes, Local Agency staff must request unopened cans of formula or WIC eligible nutritionals to be returned by the authorized representative/participant.
2. Returned cans of undamaged, undented, sealed, unopened formula or WIC eligible nutritionals must be recorded electronically on the Formula Returned and Reissued Log (Appendix FD-7-A), including:
 - 2.1. Date of return
 - 2.2. Staff member initials accepting returned formula or WIC eligible nutritional
 - 2.3. Participant ID number
 - 2.4. Initials of the person or relationship to participant (such as authorized representative or proxy 1) of the one returning formula or WIC eligible nutritional
 - 2.5. Name of formula or WIC eligible nutritional
 - 2.6. Container size
 - 2.7. Form of formula or WIC eligible nutritional (powder, concentrate, RTU)
 - 2.8. Number of units

- 2.9. Final disposition of formula or WIC eligible nutritional (reissued, disposed, sent to State Agency, donated to food bank) and date of final disposition
- 2.10. If disposed of, reason for disposal (such as past expiration date, damaged, dented)
3. Returned, unopened formula or WIC eligible nutritional must be inspected for damage before being placed in storage
 - 3.1. If returned formula or WIC eligible nutritional can(s) are damaged (such as past expiration date, dented, or unsealed in any way), the returned formula or WIC eligible nutritional must be recorded as returned, then disposed of, with reason for disposal noted.
 - 3.2. Damaged cans shall be counted as returned benefits for the participant. The total number of fluid ounces or reconstituted ounces from damaged and/or undamaged cans may be included in the calculation of replacement ounces if the participant has been prescribed a different formula.
4. Documentation of returned formula or WIC eligible nutritional must also be recorded in a General Note in the participant record, including:
 - 4.1. Name of formula or WIC eligible nutritional
 - 4.2. Form (concentrate, powder, ready-to-feed)
 - 4.3. Number of units
 - 4.4. Date of return
 - 4.5. Reason for return
5. WIC eligible nutritionals that are not usable by another participant at the Local Agency (such as Neocate, Elecare, PurAmino, Pediasure Enteral, or nursette products) must be sent to the State Agency as soon as possible.
6. Cans of returned unopened, sealed, undamaged standard infant formula or WIC eligible nutritionals may be reissued in the following situations:
 - 6.1. To provide an additional can of supplemental formula for a partially breastfed baby (only to be used after FI issuance of at least one can of formula for the issuance month).
 - 6.2. To provide standard infant formula or WIC eligible nutritional for a prescription change when FIs for the current month have already been redeemed and authorized representative returns unused cans already purchased for participant.
 - 6.3. To provide partial formula or WIC eligible nutritional amount at the time of issuance in place of maximum monthly issuance on FIs (such as issuing 5 cans formula on FIs plus 5 cans returned formula for a baby needing 10 cans total for the issuance month).

7. It is the responsibility of Local Agency staff to manage the stock of returned formula.
 - 7.1. Stock of returned infant formula or WIC eligible nutritional must be rotated appropriately.
 - 7.2. Outdated containers of infant formula or WIC eligible nutritionals must be removed from inventory.
 - 7.3. Infant formula or WIC eligible nutritionals must not be issued when there is insufficient time for the product to be consumed prior to the expiration date .
 - 7.4. Expired or damaged infant formula or WIC eligible nutritional products must be discarded in such a way as to prevent human consumption, such as liquid formula poured down the lavatory drain.
8. When a participant exchanges physical cans of formula or WIC-eligible nutritionals for another formula or WIC-eligible nutritional, the reissued amount shall be prorated based on the number of days remaining in the issuance period, the amount of formula needed per day and the fluid ounces or reconstituted ounces of the formula returned without exceeding the maximum monthly allowance.
 - 8.1. Staff shall not exchange formula benefits can for can without first assessing the number of days in the current issuance period, how much formula was returned, and how much formula was never issued (such as the dangling reconstituted ounces not allocated based on package size, or infants changing from partial breastfeeding to nonbreastfeeding who previously received less formula than the full monthly maximum amount)