Maine Center for Disease Control and Prevention
WIC Nutrition Program

Effective: October 1, 2012 Policy No. FD-7
Revised: October 1, 2019

Return of Unused WIC Formula and Foods

Authority

7 CFR § 246.4 (a)(14)(x)
USDA FNS WIC Food Package Policy and Guidance

Policy

1. The Local Agency must maintain documentation of all returned formula containers.

2. Local Agencies may only accept unopened containers of formula from participants when there has been a prescription change by the participant's health care provider or need for a different form of formula (such as ready to use) to meet participant or authorized representative needs.

3. The Local Agency assumes responsibility for proper handling and storage of formula containers that are returned by participants.

Procedures

1. When a formula prescription changes, Local Agency staff must request unopened cans of formula to be returned by the authorized representative/participant.

2. Returned cans formula shall be recorded on the Formula Returned Log (Appendix FD-7-A), including:

2.1. Date of return

2.2. Staff member initials accepting returned formula

2.3. Participant ID number

2.4. Initials of the person or relationship to participant (such as authorized representative or proxy) of the one returning formula

2.5. Name of formula

2.6. Container size

2.7. Form of formula (powder, concentrate, RTU)

2.8. Number of units

3. Formula that is not eligible for donation (exempt formula, expired formula or damaged cans) must be destroyed and recorded in the returned formula log.

4. Documentation of returned formula must also be recorded in a General Note in the participant record, including:

4.1. Name of formula

4.2. Form (concentrate, powder, ready to use)

4.3. Number of units

4.4. Date of return

4.5. Reason for return

5. WIC unissued direct order formulas may be allocated to another participant at any local agency.

6. It is the responsibility of Local Agency staff to manage the stock of unissued direct order formula.

6.1. Stock of powdered infant formula(s) must be rotated appropriately.

6.2. Outdated containers of powdered infant formula(s) must be removed from inventory and destroyed.

6.3. Powdered infant formula must not be issued when there is not sufficient time for the product to be consumed prior to the expiration date.

6.4. Expired or damaged infant formula products must be discarded in such a way as to prevent human consumption:

6.4.1. All liquid formula products must be poured down a sink drain.

6.4.2. All powdered formula products must be opened and dumped into a trash bag.

7. When a participant exchanges physical cans of formula for another formula, 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.

7.1. 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)

8. All unopened returned WIC food items in the original packaging, with a valid expiration date and good condition including jarred infant foods, infant standard formula and other shelf-stable WIC foods purchased with WIC food instruments under the protection of 42 U.S. Code § 1791 may be donated to a community emergency food program.

8.1. All food items to be donated should be logged in the Donation Log (attachment).