
Subject: Infant Food Packages-Special Formulas

Effective Date: August 1, 2009

Revised from: February 28, 2007

Policy: Special formulas (including exempt infant formulas and medical foods) may be issued when a licensed health care professional determines that the client has a medical condition that precludes the use of the primary contract formula. These conditions include metabolic disorders, inborn errors of amino acid metabolism, GI disorders, malabsorption syndrome allergies, and increased nutritional needs associated with prematurity or other conditions. State Nutritionists are available for consultation and review on any questions regarding formula use.

All foods on the appropriate base food package may be issued if a licensed health care professional indicates the foods are appropriate for the infant using the Kansas WIC Special Issuance Authorization Form.

The Special Issuance Authorization form must be completed by the client's health care professional and kept on file for all special formulas. A new request is required when the requested time frame expires or whenever the formula is changed to another special formula or a non-contract infant formula.

Procedure:

1. Obtain a completed Special Issuance Authorization form from the health care professional. Forms can be faxed to the physicians' offices or given to the client. Encourage physicians' offices to copy the form as needed.
 - a. A physician or ARNP/RPA working under the supervision of a physician must sign the Special Issuance Authorization form.
 - b. The following items are required to be documented before a special formula may be issued.
 - Formula (brand name of the formula requested)
 - Daily amount required.
 - Length of time formula required
 - Acceptable diagnoses:
 - ▶ The medical reason that supports the issuance of a special formula. Each decision to honor a request for a special formula should be contingent upon the infant's medical diagnosis, feeding history, and the composition of the requested formula. Refer to the Product List in Appendix 1 for a description, recommended uses, features and nutritional information for each formula.

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- ▶ Special formulas may not be authorized for non-specific symptoms of intolerance. If the special formula is requested for a non-specific reason such as "intolerance" or "formula intolerance", a five-day feeding trial for two separate primary contract infant formulas, which demonstrate formula tolerance problems, must be documented in the client's KWIC record prior to issuing the special formula requested by the medical care provider on the Special Issuance Authorization form. The documentation in KWIC must include the names of all products tried and a detailed description of the formula tolerance problems.
 - ▶ Special formulas may not be issued to any client for the purpose of enhancing nutrient intake or managing body weight without an underlying medical condition.
 - Supplemental Foods that WIC may issue to the infant/child. Warning: WIC will not be able to issue any food item that is not checked on the form.
 - Health care professional's name, contact information and signature.
 - Date of the health care professional's signature.
- c. If the health care professional submits a referral form, note or hospital discharge sheet that includes all the required information, the CPA may complete the Special Issuance Authorization form based on the submitted information. The original information must be filed with the Special Issuance Authorization form.
- d. If the client is transferring from another WIC program and reports receiving a special formula at the previous clinic. See policy CRT: 10.05.00 - Transfers Using a Non-Contract or Special Formula.
- e. If a Special Issuance Authorization form is not submitted:
- And the **health care professional can be contacted** while the client is in the WIC clinic, one month's checks may be issued after the CPA obtains the required information by telephone and documents it in the infant's KWIC record. A Special Issuance Authorization form completed by the health care professional must be on file at the WIC clinic before additional checks can be issued.
 - And the **health care professional cannot be contacted** while the client is in the WIC clinic, one month's checks may be issued if the CPA documents why the request for non-contract infant formula is valid in the client's KWIC record. A Special Issuance Authorization form must be on file at the WIC clinic before additional checks can be issued.

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- f. If an incomplete Special Issuance Authorization form is submitted:
- And the **health care professional can be contacted** while the client is in the WIC clinic;
 - ▶ If any of the following items are missing, checks may be issued for the full requested time frame after the CPA obtains the information by telephone and documents it in the infant's KWIC record and on the Special Issuance Authorization form. The CPA must date and initial each added item.
 - Daily amount required.
 - Length of time formula required.
 - Health care professional's name and contact information.
 - ▶ If any of the following items are missing, one month's checks may be issued after the CPA obtains the information by telephone and documents it in the infant's KWIC record and on the Special Issuance Authorization form. A Special Issuance Authorization form completed by the health care professional must be on file at the WIC clinic before additional checks can be issued.
 - Formula (brand name of the formula requested).
 - Acceptable diagnoses – the medical reason that supports the issuance of a non-contract infant formula.
 - Supplemental Foods that WIC may issue to the infant/child.
 - Health care professional's signature and date.
 - And the **health care professional cannot be contacted** while the client is in the WIC clinic:
 - ▶ One month's checks may be issued after the CPA documents the following in the client's KWIC record:
 - The reason the request for non-contract infant formula seems valid.
 - A description of attempts to contact the health care professional or why the health care professional could not be contacted.
 - ▶ A completed Special Issuance Authorization form must be on file at the WIC clinic before additional checks can be issued.
- g. If any information on the Special Issuance Authorization form needs clarification, checks may be issued for the full requested time frame after the CPA confirms the information by telephone and documents it in the infant's KWIC record and on the Special Issuance Authorization form.
- h. After ensuring all required information is documented the CPA should complete the "WIC Office Use Only" section and sign the Special Issuance Authorization form.

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2. Prescribe an age and situation-appropriate food package containing the special formula requested.
 - a. If the desired product is not available in KWIC, contact the SA.
 - b. If the infant is also breastfeeding, see policies FCI 02.01.01-Infant Food Packages – Breastfeeding Infant and FCI 02.03.02-Food Packages for Breastfeeding Women for guidelines on food packages for the breastfeeding dyad.
 - c. If there is a choice in consistency, the caregiver may request either the powdered or the concentrated liquid form. If ready-to-feed formula is requested, document the reason in the client’s KWIC record. (See Policy: FCI 02.01.00 – Infant Food Packages).
3. Tailor the base food package, as necessary, to prescribe an age and situation-appropriate food package. Remember WIC can only issue foods that the Medical Care Provider indicated may be issued to the WIC client.
4. Base food packages are tailored by selecting the desired food item from each food category basket. The base food packages for infants are:

Base Food Package for Partially Breastfed Infants			
Basket	Formula	Cereal	Baby Food – Fruits & Vegetables
Food Package 3a-PartBF <1mo Partially Breastfed 0 to 1 month of age	104 fl oz reconstituted		
Food Package 3b-PartBF 1,2,&3mo Partially Breastfed 1 through 3 months of age	364 fl oz reconstituted		
Food Package 3c-PartBF 4&5mo Partially Breastfed 4 and 5 months of age	442 fl oz reconstituted		
Food Package 3-PartBF 6-12mo Partially Breastfed 6 through 11 months of age	312 fl oz reconstituted*	24 ounces Infant Cereal	32 – 4 ounce jars baby Food – Fruits and Vegetables

* In place of infant foods (cereal and baby food fruits and vegetables), partially breastfed infants greater than 6 months old may receive a special formula up to the maximum amount for food package 3c-PartBF 4&5mo.

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Base Food Package for Fully Formula Fed Infants			
Basket	Formula	Formula	Baby Food – Fruits & Vegetables
Food Package 3a-FormulaFed <4mo Fully Formula Fed 0 through 3 months of age	806 fl oz reconstituted		
Food Package 3b-FormulaFed 4&5mo Fully Formula Fed 4 and 5 months of age	884 fl oz reconstituted		
Food Package 3-FormulaFed 6-12mo Formula Fed 6 through 11 months of age	624 fl oz reconstituted	24 ounces Infant Cereal	32 – 4 ounce jars baby Food – Fruits and Vegetables

* In place of infant foods (cereal and baby food fruits and vegetables), infants greater than 6 months old may receive a special formula up to the maximum amount for food package 3b-FormulaFed 4&5mo.

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5. For infants, only the formula basket contains choices. The formula basket and contents are:

Partially Breastfed Formula Basket – Hypoallergenic Formulas					
Food Item		Maximum Amount			
		Food package 3a-PartBF <1mo Partially Breastfed 0 to 1 month of age	Food package 3b-PartBF 1,2,&3mo Partially Breastfed 1 through 3 month of age	Food package 3c-PartBF 4&5mo Partially Breastfed 4 through 5 month of age	Food package 3-PartBF 6-12mo Partially Breastfed 6 through 11 months of age
Formula	Yield	104 fl oz reconstituted	364 fl oz reconstituted	442 fl oz reconstituted	312 fl oz reconstituted
16 oz containers Alimentum powder	115	1	4	4	3
14.1 oz containers EleCare powder	95	1	4	5	4
14 oz containers Neocate powder	84	1	5	6	4
14.1 oz containers Nutramigen AA powder	98	1	4	5	3
12.6 oz containers Nutramigen LIPIL powder	79	1	5	6	4
16 oz containers Pregestimil Lipil powder	112	1	4	4	3

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Fully Formula Fed Formula Basket – Hypoallergenic Formulas				
Food Item		Maximum Amount		
		Food Package 3a-FormulaFed <4mo Formula Fed 0 through 3 months of age	Food Package 3b-FormulaFed 4&5mo Formula Fed 4 through 5 months of age	Food Package 3-FormulaFed 6-12mo Formula Fed 6 through 11 months of age
Formula	Yield	806 fl oz reconstituted	884 fl oz reconstituted	624 fl oz reconstituted
16 oz containers Alimentum powder	115	7	8	6
1 quart containers Alimentum ready-to-feed	32	26	28	20
14.1 oz containers EleCare powder	95	9	10	7
14 oz containers Neocate powder	84	10	11	8
14.1 oz containers Nutramigen AA powder	98	9	9	7
13 oz containers Nutramigen LIPIL concentrate	26	31	34	24
12.6 oz containers Nutramigen LIPIL powder	79	11	12	8
1 quart containers Nutramigen LIPIL ready-to-feed	32	26	28	20
16 oz containers Pregestimil Lipil powder	112	8	8	6

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Partially Breastfed Formula Basket – Preterm Formulas					
Food Item		Maximum Amount			
		Food package 3a-PartBF <1mo Partially Breastfed 0 to 1 month of age	Food package 3b-PartBF 1,2,&3mo Partially Breastfed 1 through 3 month of age	Food package 3c-PartBF 4&5mo Partially Breastfed 4 through 5 month of age	Food package 3-PartBF 6-12mo Fully Breastfed 6 through 11 months of age
Formula	Yield	104 fl oz reconstituted	364 fl oz reconstituted	442 fl oz reconstituted	312 fl oz reconstituted
12.8 oz containers EnfaCare LIPIL powder	82	1	5	6	4
12.8 oz containers Similac NeoSure powder	85	1	5	6	4
50-pkts/carton Similac Human Milk Fortifier pdr(0.031oz pkt)		Issue as requested by Health Care Provider.			

Fully Formula Fed Formula Basket – Preterm Formulas				
Food Item		Maximum Amount		
		Food Package 3a-FormulaFed <4mo Formula Fed 0 through 3 months of age	Food Package 3b-FormulaFed 4&5mo Formula Fed 4 through 5 months of age	Food Package 3-FormulaFed 6-12mo Formula Fed 6 through 11 months of age
Formula	Yield	806 fl oz reconstituted	884 fl oz reconstituted	624 fl oz reconstituted
12.8 oz containers EnfaCare LIPIL powder	82	10	11	8
12.8 oz containers Similac NeoSure powder	85	10	11	8
1 quart containers Similac NeoSure ready-to-feed	32	26	28	20

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Fully Formula Fed Formula Basket – Preterm Formulas				
Food Item		Maximum Amount		
		Food Package 3a-FormulaFed <4mo Formula Fed 0 through 3 months of age	Food Package 3b-FormulaFed 4&5mo Formula Fed 4 through 5 months of age	Food Package 3-FormulaFed 6-12mo Formula Fed 6 through 11 months of age
Formula	Yield	806 fl oz reconstituted	884 fl oz reconstituted	624 fl oz reconstituted
8-packs Similac Special Care w/Iron 24 RTF (2oz containers)	16	52	56	40

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Partially Breastfed Formula Basket – Miscellaneous Formulas					
Food Item		Maximum Amount			
		Food package 3a-PartBF <1mo Partially Breastfed 0 to 1 month of age	Food package 3b-PartBF 1,2,&3mo Partially Breastfed 1 through 3 month of age	Food package 3c-PartBF 4&5mo Partially Breastfed 4 through 5 month of age	Food package 3-PartBF 6-12mo Partially Breastfed 6 through 11 months of age
Formula	Yield	104 fl oz reconstituted	364 fl oz reconstituted	442 fl oz reconstituted	312 fl oz reconstituted
14.1 oz containers Similac PM 60/40 powder	102	1	4	6	4

Fully Formula Fed Formula Basket – Miscellaneous Formulas				
Food Item		Maximum Amount		
		Food Package 3a-FormulaFed <4mo Formula Fed 0 through 3 months of age	Food Package 3b-FormulaFed 4&5mo Formula Fed 4 through 5 months of age	Food Package 3-FormulaFed 6-12mo Formula Fed 6 through 11 months of age
Formula	Yield	806 fl oz reconstituted	884 fl oz reconstituted	624 fl oz reconstituted
14.1 oz containers Similac PM 60/40 powder	102	8	9	7