

## NUTRITION UNIT SPECIAL FORMULA ORDERS

When ordering special formulas through the Nutrition Unit the “Special Formula Order Form” (Attachment FP-39) **must** be used. A fillable version of the “Special Formula Order Form” is available on the Georgia WIC website listed below. The fillable order form can be completed online, saved, printed, signed, and then faxed to the Nutrition Unit (404-657-2886) along with the client’s medical documentation. **There is a place on the order form to enter the voucher number for the order. This is the voucher number that prints on the tracking voucher (Voucher Code 199) to be issued to the client. This voucher will have to be printed prior to sending in the order form since the voucher number is a required component of the form.**

Alerting staff of the in-coming fax is helpful. In addition, the link below contains a copy of the ordering procedures and a copy of the current WIC-Approved Formulas/**Nutritionals** List.

### A. Ordering

The Nutrition Unit can only order special formula in whole case quantities. This will often result in the District/Clinic receiving more formula than was ordered and more formula than is allowed to be issued to a client. (Do not automatically give a client all of the formula that was delivered, since that may result in over-issuance. Issuance must be limited to the total amount allowed based on medical documentation and WIC maximum amounts.

### B. Tracking Log

**Districts/Clinics are required to use the Special Formula Order Tracking Form for each participant receiving formula from the State WIC Office. A fillable and savable version of this form can be found in the district resources page of the Georgia WIC website (Contact the Nutrition Unit for this link). Districts/Clinics need to track the entire ordering process including:**

- **Status of the Medical Documentation Form**
- **Issuance date**
- **Date the order was placed**
- **Date the order was received**
- **Date the client picked up the formula**
- **Amount of special formula/nutritionals left over**

**In addition, the signed vouchers when returned for formula pickup must be stapled to the Special Formula Order Tracking Form so that the tracking is visible for review.**

Leftover formula must be taken into consideration when determining how much special formula to request on subsequent special formula orders. Leftover formula one month indicates that less formula will need to be requested from the

Nutrition Unit the following month. Document request for formula and distribution in participant's health record.

**C. Amount to Order**

When completing the "Special Formula Order Form," Districts/clinics must specify in #30 for a new order or #37 for a repeat order, the **exact** number of cans/containers of special formula needed for that client for that issue month. To help determine the number of cans needed, districts/clinics must also fill out the prescribed amount of formula, the number of cans allowed for the participant based on the common formula maximum table, and the number of cans on hand. When necessary, the Nutrition Unit will convert the number of cans/containers to case quantities for the order. **Please do not simply write "max. allowed," "9 cases," or enter the same quantity of formula each month (e.g., "10 cans").**

For **infant** participants, enter the infant's age on the "Special Formula Order Form" as of the "First Day To Use" date on the vouchers for the current issuance month. The infant's age must be documented in months and days to ensure that the correct amount of formula is being requested based on the infant's age. For child and women participants you need not calculate the age.

Remember to use the correct charts to determine maximum formula allowed if you are ordering formula for an infant who is also being breastfed.

**D. Special Formula Order Form**

Districts/clinics should complete and submit the "Special Formula Order Form" each month for each client allowing for realistic shipping time. **Depending on the availability of the product,** orders can be shipped overnight, if necessary, for new clients. However, ongoing orders for existing special formula clients should be submitted at least seven (7) to ten (10) business days prior to the date the formula is needed for pick-up by the client to ensure sufficient processing time. Special formula orders should not routinely be requested for "rush" delivery due to the additional fees often charged for expedited delivery. All efforts will be made by state staff to ensure timely delivery of special formula for WIC clients. However, since WIC is a supplemental program, caregivers may need to purchase some formula in the interim. Under routine circumstances, an order should be received within five (5) business days of placing the order.

**E. Frequency**

The Nutrition Unit only accepts orders for a one-month supply of any special formula(s) at a time for a client. Please do not submit requests for multiple months' worth of formula on one order form or submit several orders covering several months at one time. Many clients on special formulas frequently change formulas and/or food packages.

**F. Medical Documentation**

Districts/clinics must include current medical documentation with each special formula order submitted each month.

**G. Printing Tracking Voucher**

Clinics must print a CPA FPC 199 for every month that a client is issued formula ordered through the Nutrition Unit. The 199 food package should be printed at the time of certification or food package change, up to three months at a time depending on coordination of participant's visits. The tracking voucher (Voucher Code 199) in this food package assures that the participant is counted in the clinic caseload. In addition, USDA requires all formula orders to be matched with the participant receiving the formula.

To assure this reconciliation, GA WIC requires a voucher number to order state-ordered formulas. The voucher number will print on the tracking voucher issued to clients. Districts assure that receipts for vouchers are signed at issuance, and **vouchers are signed upon formula pickup**. Since it is likely that a client will be printed more than one month of vouchers at a time, they will need to bring back their tracking voucher to sign at each month's formula pickup. Signed vouchers for state-ordered formula must be kept in an easily accessible folder or box organized by participant and date. You may be asked to present these vouchers during a program review.

**H. Manual Food Package**

When Voucher Printing on Demand (VPOD) is not available, a manual food package should be issued. Use a blank voucher, "x" out all of the food items, and enter food package 199 with voucher code 199. Obtain a signature from the client and fax the receipt to the State WIC Office according to standard protocol.

**I. Flavor**

Specify product flavor(s), when applicable, on the Special Formula Order Form every month.

**J. Processing the Order**

After the order is received and verified as correct and complete the packing slip should be signed and dated. The special order packing slip should then be returned to the Nutrition Unit by mail or fax:

Mail: 2 Peachtree Street NW, Suite 10-476, Atlanta, GA, 30303-3142

Fax: 404-657-2886

Notify the Nutrition Unit immediately if an incorrect order is delivered or if there is a change in the formula order.

The CPA FPC for all WIC types for special formulas ordered through Nutrition Unit is 199. When the CPA assigns food package 199 a second field will be enabled in the computer system to allow the CPA to select a food package for the appropriate supplemental foods or additional formula based on the medical documentation provided. The food package could be a child or woman's state-created food package or a 999 food package if none of the standard state-created food packages meet the **nutritional** prescription. The special formula food package must be entered into the computer as the first food package code to enable the second field.

If the WIC participant only needs the "199" food package, enter "000" in the second food package box to indicate that additional foods do not need to be issued.

For infants receiving a "199" food package needing to be issued infant fruits and vegetables and/or cereal, **please use your district created 999 Food Package for the appropriate infant package.**

If a client is late picking up formula, the amount of formula should be prorated.



**Special Formula Order Form**



1. Phone: 404-657-2884

2. FAX: 404-657-2886

3. New Order \_\_\_ 4. Repeat Order \_\_\_ 5. Rush Order Y \_\_\_ N \_\_\_ 6. Date Fax'd \_\_\_\_\_ 7. SWO notified \_\_\_\_\_

8. MDF Reviewed and Attached: \_\_\_\_\_ 9. Date of Next Cert: \_\_\_\_\_ 10. Next Cert Type: M \_\_\_ H \_\_\_ S \_\_\_

11. Name of WIC Participant & ID number: \_\_\_\_\_ 12. DOB \_\_\_\_\_

13. Child \_\_\_ Infant \_\_\_ Woman \_\_\_ 14. "First Day to Use" to be shown on voucher: \_\_\_\_\_

15. Voucher Code: **199** 16. Voucher Number: \_\_\_\_\_

17. If Infant, AGE (months/days) as of "First Day to Use" date: \_\_\_\_\_ 18. Feeding Type: FFF \_\_\_ SBF \_\_\_ MBF \_\_\_

19. Diagnosis(es) & ICD9/10: \_\_\_\_\_

20. Name of formula: \_\_\_\_\_ 21. Flavor: (if applicable): \_\_\_\_\_

22. Type of formula: Powder \_\_\_ Concentrate \_\_\_ RTF \_\_\_ Other \_\_\_\_\_

23. Justify RTF and/or container size: \_\_\_\_\_

24. Estimated Time on Formula: \_\_\_\_\_ (Most restrictive of: MDF1 date, next cert, planned length of use, etc.)

25. Print Clinic Name, Contact Person & Phone #: \_\_\_\_\_

26. Ship formula to (Address/phone #): \_\_\_\_\_

27. Print District Contact (Name & Phone #): \_\_\_\_\_

28. Verified by Name/Signature/Phone#: \_\_\_\_\_

29. **New Orders ONLY:** a. # cans prescribed \_\_\_\_\_ b. # cans allowed \_\_\_\_\_ c. # cans on hand\*\* \_\_\_\_\_

30. Total # of cans needed: \_\_\_\_\_ 31. (SWO only: cases to order: \_\_\_\_\_ Amount Extra \_\_\_\_\_)

32. (SWO only: Nutrition Consultant signature/date \_\_\_\_\_)

33. (SWO only: 2<sup>nd</sup> month O \_\_\_\_\_/N \_\_\_\_\_/E \_\_\_\_\_ 3<sup>rd</sup> month O \_\_\_\_\_/N \_\_\_\_\_/E \_\_\_\_\_)

34. Additional Information: \_\_\_\_\_

35. **Repeat Orders ONLY** (check which month): 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ **4<sup>th</sup> \_\_\_ 5<sup>th</sup> \_\_\_ 6<sup>th</sup> \_\_\_**

36. a. # cans prescribed \_\_\_\_\_ b. # cans allowed \_\_\_\_\_ c. # cans on hand\*\* \_\_\_\_\_

37. Total # of cans needed: \_\_\_\_\_ 38. (SWO only: cases to order \_\_\_\_\_ Amount Extra \_\_\_\_\_)

39. Additional Information: \_\_\_\_\_

40. Additional Comments: \_\_\_\_\_

**41. District/Clinic Next Steps: Fax packing slip to SWO when formula is received**

42. Check Trading Database: <https://sendss.state.ga.us/sendss/IWICFormula.screen>

43. Common Formula Maximums: <http://wic.ga.gov/pdfs/wic/Common%20Formula%20Maximums%20FFY%202013%20revised%2012-2012%20Low%20Lactose.pdf>

Revision 10- December 2014

Contract Infant Formula	
Gerber Good Start Gentle	Nestlé HealthCare Nutrition
Gerber Good Start Soy	Nestlé HealthCare Nutrition
Gerber Good Start Soothe	Nestlé HealthCare Nutrition
Gerber Graduates Gentle (age 9-11 months)	Nestlé HealthCare Nutrition
Gerber Graduates Soy (age 9-11 months)	Nestlé HealthCare Nutrition
Gerber Graduates Soothe (age 9-11 months)	Nestlé HealthCare Nutrition

**Non-Contract Formulas/Nutritionals Requiring Medical Documentation:**

Formula	Manufacturer
A-Soy	PBM Products
Acerflex	Nutricia
Add-Ins	Nutricia
Advera	Abbott Nutrition
AlitraQ	Abbott Nutrition
Benecalorie	Nestlé Nutrition
Beneprotein	Nestlé Nutrition
Boost	Nestlé Nutrition
Boost Breeze	Nestlé Nutrition
Boost Glucose Control	Nestlé Nutrition
Boost High Protein	Nestlé Nutrition
Boost Kid Essentials	Nestlé Nutrition
Boost Kid Essentials 1.5	Nestlé Nutrition
Boost Kid Essentials 1.5 w / fiber	Nestlé Nutrition
Boost Plus	Nestlé Nutrition
Boost Pudding	Nestlé Nutrition
Bright Beginning Soy	PBM Products
Calcilo XD	Abbott Nutrition

Formula	Manufacturer
Carnation Breakfast Essentials	Nestlé Nutrition
Carnation Breakfast Essentials, No Sugar Added	Nestlé Nutrition
Compleat	Nestlé Nutrition
Compleat Pediatric	Nestlé Nutrition
Compleat Pediatric Reduced Calorie	Nestlé Nutrition
Complex MSUD Amino Acid Bars	Applied Nutrition Corporation
Crucial	Nestlé Nutrition
Cyclinex 1	Abbott Nutrition
Cyclinex 2	Abbott Nutrition
Duocal	Nutricia
EleCare Jr	Abbott Nutrition
EleCare (for Infants)	Abbott Nutrition
Enfamil A.R.	Mead Johnson
Enfamil EnfaCare	Mead Johnson

Formula	Manufacturer
Enfamil Human Milk Fortifier Acidified Liquid	Mead Johnson
Enfamil Premature 20 with iron	Mead Johnson
Enfamil Premature 20 with iron	Mead Johnson
Enfamil Premature 24 with iron	Mead Johnson
Enfaport	Mead Johnson
Enlive	Abbott Nutrition
Ensure Nutrition Shake	Abbott Nutrition
Ensure High Protein	Abbott Nutrition
Ensure Plus	Abbott Nutrition
Ensure Pudding	Abbott Nutrition
EO28 Splash	Nutricia
Fiber Source HN	Nestlé Nutrition
Gerber Good Start Nourish	Nestlé Nutrition

Formula	Manufacturer
Gerber Good Start Premature 24	Nestlé Nutrition
Glucerna	Abbott Nutrition
Glutarex-1	Abbott Nutrition
Glutarex-2	Abbott Nutrition
Hominex-1	Abbott Nutrition
Hominex-2	Abbott Nutrition
Introlite	Abbott Nutrition
IsoSource 1.5	Nestlé Nutrition
IsoSource HN	Nestlé Nutrition
I-Valex-1	Abbott Nutrition
I-Valex-2	Abbott Nutrition
Jevity	Abbott Nutrition
KetoCal 3:1	Nutricia
KetoCal 4:1	Nutricia
Ketonex-1	Abbott Nutrition
Ketonex-2	Abbott Nutrition
KetoVolve	Solace Nutrition
L-Emental	Hormel Health Labs
L-Emental Hepatic	Hormel Health Labs
L-Emental Pediatric	Hormel Health Labs
Lipistart	Vitaflow
Lophlex LQ	Nutricia
Lo*Pro	Med-Diet Labs
MCT Oil	Nestlé Nutrition
MCT Procal	Vitaflow
Methionaid	Nutricia

Formula	Manufacturer
Microlipid	Nestlé Nutrition
Monogen	Nutricia
MSUD Analog	Nutricia
MSUD Maxamaid	Nutricia
MSUD Maxamum	Nutricia
MSUD-1	Nutricia
MSUD-2	Nutricia
Neocate Infant DHA & ARA	Nutricia
Neocate Junior	Nutricia
Neocate Junior with Prebiotics	Nutricia
Neocate Nutra	Nutricia
Neocate Splash	Nutricia
Nepro with Carb Steady	Abbott Nutrition
Nitro-Pro	Hormel Health Labs
NovaSource Renal	Nestle Nutrition
Nutramigen	Mead Johnson
Nutramigen with Enflora LGG	Mead Johnson
Nutramigen Toddler	Mead Johnson
Nutren 1.0	Nestle Nutrition
Nutren 1.0 with Fiber	Nestlé Nutrition
Nutren 1.5	Nestlé Nutrition
Nutren 2.0	Nestlé Nutrition
Nutren Glytrol	Nestlé Nutrition

Formula	Manufacturer
Nutren Junior	Nestlé Nutrition
Nutren Junior Fiber	Nestlé Nutrition
Nutren Pulmonary	Nestlé Nutrition
Nutren Replete with Fiber	Nestlé Nutrition
NutriHep	Nestlé Nutrition
Osmolite	Abbott Nutrition
Osmolite HN Plus	Abbott Nutrition
PediaSure	Abbott Nutrition
PediaSure w/Fiber	Abbott Nutrition
PediaSure 1.5 Cal	Abbott Nutrition
PediaSure 1.5 Cal with fiber	Abbott Nutrition
PediaSure Enteral	Abbott Nutrition
PediaSure Enteral w/Fiber and scFOS	Abbott Nutrition
PediaSure Peptide 1.0 Cal	Abbott Nutrition
PediaSure Peptide 1.5 Cal	Abbott Nutrition
Pepdite Junior	Nutricia
Peptamen	Nestle Nutrition
Peptamen 1.5	Nestlé Nutrition
Peptamen AF	Nestlé Nutrition
Peptamen Junior	Nestlé Nutrition
Peptamen Junior Fiber	Nestlé Nutrition

Formula	Manufacturer
Peptamen Junior 1.5	Nestlé Nutrition
Peptamen Junior with Prebio	Nestlé Nutrition
Peptamen OS	Nestlé Nutrition
Peptamen OS 1.5	Nestlé Nutrition
Perative	Abbott Nutrition
Periflex Advance	Nutricia
Periflex Infant	Nutricia
PKU Periflex Junior Plus	Nutricia
Periflex Junior	Nutricia
Periflex LQ (previously Xphe Maxamum)	Nutricia
Phenex-1	Abbott Nutrition
Phenex-2	Abbott Nutrition
PhenylAde 40Drink Mix	Applied Nutrition Corporation
PhenylAde 60Drink Mix	Applied Nutrition Corporation
PhenylAde Amino Acid Bars	Applied Nutrition Corporation
PhenylAde Amino Acid Blend	Applied Nutrition Corporation
PhenylAde Drink Mixes	Applied Nutrition Corporation
PhenylAde Essential Drink	Applied Nutrition Corporation
PhenylAde MTE Amino Acid Blend	Applied Nutrition Corporation

Formula	Manufacturer
Phenyl-Free 2	Mead Johnson
Phenyl-Free 2HP	Mead Johnson
Phlexy – 10 Bar	Nutricia
Phlexy – 10 Capsules	Nutricia
Phlexy – 10 Drink Mix	Nutricia
PKU-Express	Vitaflo Limited
PKU-Gel	Vitaflo Limited
Polycal	Nutricia
Portagen	Mead Johnson
Pregestimil	Mead Johnson
Pregestimil 24	Mead Johnson
ProBalance	Nestle Nutrition
Product 3200AB	Mead Johnson
Product 3232 A	Mead Johnson
Product 80056	Mead Johnson
ProMod	Abbott Nutrition
Promote	Abbott Nutrition
Promote with Fiber	Abbott Nutrition
Pro-Peptide	Hormel Health Labs
Pro-Peptide for Kids	Hormel Health Labs
Pro-Peptide VHN	Hormel Health Labs
Pro-Phree	Abbott Nutrition
Propimex-1	Abbott Nutrition
Propimex-2	Abbott Nutrition

Formula	Manufacturer
Protifar	Nutricia North America
ProViMin	Abbott Nutrition
Pulmocare	Abbott Nutrition
PurAmino	Mead Johnson
RE/GEN	Nutra/Balance
Renalcal	Nestlé Nutrition
Resource 2.0	Nestlé Nutrition
RCF (No Added Carbohydrate Soy Infant Formula Base With Iron)	Abbott Nutrition
Scandical Calorie Booster	Aptalis
Scandishake	Aptalis
Scandishake Lactose Free	Aptalis
Scandishake Sugar Free	Aptalis
Similac Expert Care Alimentum	Abbott Nutrition
Similac Expert Care for Diarrhea	Abbott Nutrition
Similac Expert Care NeoSure	Abbott Nutrition
Similac Human Milk Fortifier	Abbott Nutrition
Similac PM 60/40	Abbott Nutrition
Similac Special Care with Iron 20	Abbott Nutrition

<b>Formula</b>	<b>Manufacturer</b>
Similac Special Care with Iron 24	Abbott Nutrition
Similac Special Care with Iron 30	Abbott Nutrition
SolCarb	Solace
Suplena with Carb Steady	Abbott Nutrition
Tolerex	Nestlé Nutrition
TwoCal HN	Abbott Nutrition
Tyrex-1	Abbott Nutrition
Tyrex-2	Abbott Nutrition
UCD Anamix Junior	Nutricia
UCD-2	Nutricia
Vital High Nitrogen	Abbott Nutrition
Vivonex Pediatric	Nestlé Nutrition
Vivonex Plus	Nestlé Nutrition
Vivonex T.E.N.	Nestlé Nutrition
XLeu Analog	Nutricia
XLeu Maxamaid	Nutricia
XLeu Maxamum	Nutricia
XLYS, XTrp Analog	Nutricia
XLys, XTrp Maxamaid	Nutricia
XLys, XTrp Maxamum	Nutricia
XMet Analog	Nutricia
XMet Maxamaid	Nutricia

<b>Formula</b>	<b>Manufacturer</b>
XMet Maxamum	Nutricia
XMTVI Analog	Nutricia
XMTVI Maxamaid	Nutricia
XMTVI Maxamum	Nutricia
XPhe , XTyr Maxamaid	Nutricia
XPhe Maxamaid	Nutricia
XPHE, XTyr Analog	Nutricia
XPTM Analog	Nutricia

- Ready-to-feed formula may be indicated in limited documented cases, such as:
  - Unsanitary or restricted water supply
  - Inadequate refrigeration
  - Caregiver has a documented condition which inhibits the proper dilution of concentrated or powder formula.
  - For participants in Food Package III with a qualifying medical condition and who are receiving exempt infant formulas or nutritionals (a) if the ready-to-feed form better accommodates the participant's medical condition or (b) if the ready-to-feed form improves the participant's compliance in consuming the prescribed formula.
- If a health care provider with prescriptive authority orders a product that is not on this list, contact the Nutrition Unit to determine whether the product is authorized for distribution through Georgia WIC.
- Special formulas may be acquired through the Nutrition Unit. See Georgia WIC Procedures Manual, Food Package Section for appropriate procedure and forms.

## Formula Manufacturers

<p><b>Hormel Health Labs</b> 3000 Tremont Road Savannah, Georgia 31405 (800) 866-7757</p> <p><b>Mead Johnson Nutritional Group</b> 2400 W. Lloyd Expressway Evansville, Indiana 47721-0001 (800) 247-7893 - Adult Products (800) BABY-123 [222-9123] - Pediatric Products</p> <p><b>Med-Diet Laboratories, Inc.</b> 3050 Ranchview Lane Plymouth, Minnesota 55447 (612) 550-2020; FAX (612) 550-2022 (800) 633-3438: Consumer Telephone Number</p> <p><b>Nestlé Nutrition</b> 12 Vreeland Road, 2<sup>nd</sup> Floor Florham Park, New Jersey 07932 (973) 593-7500 FAX (973) 593-7718</p> <p><b>Nutra/Balance Products</b> 7155 Wadsworth Way Indianapolis, Indiana 46219 (800) 432-3134</p> <p><b>Nutricia North America</b> 9900 Belward Campus Drive, Ste. 100 Rockville, MD 20850 (800) 365-7354 FAX (301) 795-2301</p>	<p><b>PBM Products</b> 204 N. Main St. Gordonsville, VA 22942 (800) 485-9969</p> <p><b>Ross Products Division, Abbott Nutrition</b> 625 Cleveland Avenue Columbus, Ohio 43216 (800) 551-5838 (800) 227-5767: Consumer Information</p> <p><b>Scandipharm, Inc.</b> 2200 Inverness Center Parkway Suite 310 Birmingham, Alabama 35242 (800) 950-8085</p> <p><b>Solace Nutrition</b> One Research Court , Suite 450 Rockville, MD 20850 (888) 876-5223 FAX (401) 633-6066</p> <p><b>Vitaflo Limited</b> Distributed Through: Transitional Service and Operation 123 East Neck Road Huntington, New York 11743 (631) 547-5984</p>
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