

State Ordered Special Formula**Policy No. NS- 210.14**

Effective date: October 1, 2016

No. of Pages: 3

Policy

Specialized medical formulas and WIC eligible nutritionals (nutritionals), not available through local authorized WIC vendors, may be ordered through the State WIC Office Nutrition Unit. State ordered formulas and nutritionals can only be shipped to the local agency for onsite pick up by the participant. The Georgia WIC program is not able to provide home delivery services for state ordered formulas and nutritionals.

Purpose

To ensure participant access to medically indicated formulas and nutritionals.

Procedures

- I. The Competent Professional Authority (CPA) must assign participants food package 199 in order for them to receive state ordered formula and nutritionals. Any additional required food packages may be assigned in the *Second Food Package* data field.

The 199 food package contains two (2) tracking vouchers:

- Voucher code 199 – Clinic Copy
 - Voucher code 200 – Participant Copy
- A. The local agency must have the participant sign the voucher receipt for food package 199, acknowledging that the local agency is requesting a state order on their behalf.
 - B. The local agency must give the 200 voucher to the participant for their records.
 - C. The local agency must file the unsigned 199 voucher in a secure location, separate from the general voucher receipts. If the 199 vouchers are kept in a collective file, the vouchers must be filed by participant and in date order.
 - D. The local agency must have the participant/caregiver sign the 199 voucher on file once they return to the clinic to pick up the state ordered formula/nutritional. The signed 199 voucher is then refiled.
 - E. The signed 199 voucher must be maintained on file for five years plus the current year.
- II. The local agency requests state ordered formulas and nutritionals by completing the [Special Formula Order Form](#). Specific guidance on completing the form can be referenced from the [State Formula Order Form Legend](#).
 - A. The local agency CPA must ensure that valid medical documentation is received prior to requesting the state ordered formula. See [Medical Documentation Policy](#).

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- B. The formula order signatory must verify the order form and the medical documentation are correct prior to signing the order form. Only CPAs designated as formula order signatories by the district's Nutrition Services Director (NSD) are permitted to authorize requests for state ordered formulas and nutritionals.
 - C. The local agency shall either fax (404-657-2886) or email with encryption (SpecialFormula@dph.ga.gov) the authorized order form and valid medical documentation to the Nutrition Unit. See the [Special Formula Email Subject Guidelines](#) for more information.
 - D. The local agency shall notify the Medical Nutrition Processing Coordinator by phone (404-657-6353) or email (SpecialFormula@dph.ga.gov) of an in-coming order.
 - E. The local agency staff must immediately notify the Medical Nutrition Processing Coordinator of any changes or updates to the order.
- III. The local agency must submit orders seven to ten business days prior to the First Day to Use Date on the voucher to allow for sufficient processing and delivery time.
- A. Local agencies may request an order be processed for next day or overnight delivery. This expedited processing is reserved for new requests where the pick-up date or first day to use date has passed or is within the next two days. Ongoing or repeat orders should not be requested as rush orders. See the [State Formula Order Form Legend](#) for instructions on how to indicate rush processing on the [Special Formula Order Form](#).
 - B. The local agency may only request one-month's issuance at a time.
 - C. The local agency and State Office staff cannot guarantee availability or the delivery date of formula or nutritionals, as special formulas and nutritionals are supplied through outside vendors.
- IV. The CPA must use the [State Ordered Formula Tracking Log](#) to track and log the ordering process for each participant receiving formula ordered from the State WIC Office. Prior approval must be received from the State WIC Office to use an alternate tracking form.
- V. The local agency staff shall verify the contents and condition of the formula/nutritionals upon delivery. The local agency staff must contact the State Office immediately if the order is not correct or the formula arrives damaged or expired.
- VI. The local agency must provide confirmation of receipt of the delivery to the State Office. The invoice/packing slip must be faxed to 404-657-2886 or emailed to SpecialFormula@dph.ga.gov within 2 business days of delivery and include the following documentation:

State Ordered Special Formula**Policy No. NS- 210.14**

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- A. Documentation that the listed contents were in fact received
 - B. The date on which the delivery was received
 - C. The signature of the person who received/verified the delivery
- VII. The local agency shall only issue participant's their state ordered formula between the "First Day to Use" and "Last Day to Use" indicated on their 199 voucher. Participants who fail to pick up their state order prior to the "Last Day to Use" date shall not receive any benefits for that issuance period.

Authority**Georgia WIC Program Policy****Definitions/Supporting Documentation**

Competent Professional Authority (CPA) – An individual on the local agency staff who is authorized to determine nutritional risk and prescribe supplemental foods. The following individuals may be authorized and trained to serve as a CPA: physicians, nutritionists (Bachelor's or Master's degree in a nutrition field and has earned a verification statement of completion from an Academy of Nutrition and Dietetics Accreditation Council on Education in Nutrition and Dietetics accredited program), registered dietitians, licensed dietitians, registered nurses, and physician assistants (certified by the National Committee on certification of Physicians Assistants or certified by the State medical certifying authority), or State or local medically trained health officials.

WIC Eligible Nutritionals (Nutritionals) - means certain enteral products that are specifically formulated to provide nutritional support for individuals with a qualifying condition, when the use of conventional foods is precluded, restricted, or inadequate. Such WIC-eligible nutritionals must serve the purpose of a food, meal or diet (may be nutritionally complete or incomplete) and provide a source of calories and one or more nutrients; be designed for enteral digestion via an oral or tube feeding; and may not be a conventional food, drug, flavoring, or enzyme. WIC-eligible nutritionals include many, but not all, products that meet the definition of medical food in Section 5(b)(3) of the Orphan Drug Act (21 U.S.C. 360ee(b)(3)).