

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

Effective date: October 1, 2016

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**Policy**

Specialized medical formulas and WIC eligible nutritionals not available through 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.

Only Competent Professional Authorities (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.

State ordered formula can only be issued to WIC participants who are in a valid certification period for the current issuance month and can only be provided to cover one month of benefits at a time.

The documentation of the receipt and issuance of all state ordered formulas including those transferred to the clinic Inventory must be completed by a Competent Professional Authority (CPA).

State ordered formulas that are not picked up by the assigned participant, by the voucher expiration date, may be stored as clinic inventory and issued to other participants who require the formula.

All formula must be stored in a secure locked space, out of participant view, to maintain a breastfeeding friendly environment.

A physical inventory of all formula must be completed at least quarterly.

Prior written approval must be received from the State WIC Office to use an alternate tracking form for state ordered formulas.

**Purpose**

To ensure participant access to medically indicated formulas and nutritionals, and to monitor and account for the use of program funds.

**Procedures**

- I. Assign participants Food Package 199 when they require state ordered formula and nutritionals.
- II. Ask the participant to sign the voucher receipt for Food Package 199, acknowledging that the local agency is requesting a state order on their behalf.

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- A. Give Voucher 200 to the participant for their records.
  - B. File the unsigned Voucher 199 in a secure location, separate from the general voucher receipts. If Voucher 199's are kept in a collective file, the vouchers must be filed by participant and in date order.
  - C. Request the participant/caregiver sign their Voucher 199 on file when they return to the clinic to pick up the state ordered formula/nutritional. The signed Voucher 199 is then refiled.
  - D. Maintain signed 199 vouchers on file for five years plus the current year.
- III. Request state ordered formulas and nutritionals by completing the [Special Formula Order Form](#). For specific guidance on completing the form reference the [State Formula Order Form Legend](#).
- A. Sign the order form after verifying the order form and the medical documentation are correct.
  - B. Fax (404-657-1266) or email ([SpecialFormula@dph.ga.gov](mailto: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.
  - C. Notify the Medical Nutrition Processing Coordinator by phone (404-463-1707) or email ([SpecialFormula@dph.ga.gov](mailto:SpecialFormula@dph.ga.gov)) of an incoming order.
  - D. Immediately notify the Medical Nutrition Processing Coordinator of any changes or updates to the order.
- IV. Submit orders seven to ten business days prior to the First Day to Use Date on the voucher to allow sufficient time for processing and delivery.
- A. Request rush order processing when the pick-up date or first day to use date has passed or is within the next two business days.
  - B. The local agency may only request one-month's issuance at a time.
- V. Use a [State Ordered Formula Participant Tracking Log](#) for each participant receiving formula ordered from the State WIC Office.
- VI. Verify the contents and condition of the formula/nutritionals upon delivery. Contact the State Office immediately if the order is not correct or the formula arrives damaged or expired.
- VII. Fax to 404-657-1266 or email to [SpecialFormula@dph.ga.gov](mailto:SpecialFormula@dph.ga.gov) the invoice/packing slip within two business days of delivery with the following documentation:

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- A. Confirmation that the products listed were in fact received
  - B. The date the products were received
  - C. The signature of the person who received/verified the delivery
- VIII. 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.
- IX. Transfer state ordered formula that is not picked up by the assigned participant for two consecutive issuance periods (two months) from the [State Ordered Formula Participant Tracking Log](#) to the [State Ordered Formula Inventory Tracking log](#).
- X. Add all state ordered formulas that cannot be issued within the district to the [Formula Trading Database](#). Contact the State WIC Office at 404-657-2900 for login information and support.
- XI. Assign a food package 197 for all formulas issued from the state ordered formula inventory.
- XII. Store unopened containers of formula in a cool, dry place unexposed to temperature extremes. Containers must also be stored off of the floor and away from walls to allow for air circulation.
- XIII. Dispose of formulas in clinic inventory 30 days prior to the expiration date.
- XIV. Dispose of expired and damaged formula following procedures outlined in policy [Returned Formulas and WIC Eligible Nutritionals](#). Formula is considered damaged when the container:
- A. Appears swollen or has a bulged end or lid
  - B. Shows visible evidence of leakage
  - C. Is crushed out of shape to the extent that they will not fit in a case, stack on a shelf or cannot be opened with a manual can opener
  - D. Is dented or has pinched tops or bottoms
  - E. Has rust spots
  - F. Has the manufacturers seal broken
- XV. Conduct a physical inventory by:
- A. Writing "Inventory Verified" below the last entry on the log.
  - B. Confirm inventory verification by signing and dating entry.
- XVI. When the [State Ordered Formula Inventory Tracking log](#) page is full, verify inventory and move the balance forward to a new log.

**Authority**

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**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)).