

documentation; acceptance, issuance, and destruction of formula; signing the Formula Tracking Log for each transaction completed; ensuring that formula on hand is not expired or damaged; calculating the correct quantity of formula for exchanges based on the fluid ounces of formula returned (as both formula containers returned & formula on returned vouchers); and conducting quarterly inventories."

X. NUTRITION UNIT SPECIAL FORMULA ORDERS

When ordering special formulas through the Nutrition Unit the "Special Formula Order Form" (Attachment FP-37) should be used. A fillable version of the "Special Formula Order Form" is also available on Georgia WIC website listed below. The fillable order form can be completed online, saved, printed, signed, and then faxed to Nutrition Unit (404-657-2886) along with the client's medical documentation. Also calling to alert staff of the in-coming fax is helpful. In addition, the link contains a copy of the ordering procedures and a copy of the current WIC-Approved Formulas/Medical Foods List.

Web resources for special formula ordering:

<http://www.wic.ga.gov/wicformula.asp> (under "Procurement of Special Formula")

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 will usually 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 responsible for tracking the additional partial cases of formula received in the appropriate Formula Tracking Log. Such 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 Line #6 the **exact** number of cans/containers of special formula needed for that client for that issue month (taking into consideration any leftover formula on hand, the prescribed quantity, the maximum allowed for the client category [infant, child, woman], the maximum allowed for infants [if applicable] based on infant age and infant feeding type, and the product type [powder, concentrate, ready-to-feed]). 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").** Districts/clinics are encouraged to maintain a spreadsheet(s) to track the special

formula orders submitted for their participants in addition to tracking leftover partial cases of formula in the applicable Formula Tracking Log. Please refer to Attachment FP-38 for a sample tracking document.

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. 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 issuance, one month at a time.** The tracking voucher in this food package allows the client to be counted in the clinic caseload, as failure to do so underreports the District caseload. In addition, USDA requires monthly reconciliation of state-ordered formulas with their tracking vouchers so that formula expenditures can be matched to active WIC participants. **A copy of the 199 voucher receipt must be faxed to the State Office.**

H. Flavor

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

I. 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 11-222, 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 medical food 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 enter "999" in the second box and select appropriate voucher codes.

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

XI. EMORY GENETIC WIC CLIENTS

Under the State of Georgia's Newborn Screening Program, all infants are screened for specific metabolic and genetic conditions. The Emory Genetics program is responsible for following up on all infants who have positive screenings. In most cases Emory Genetics also provides ongoing medical services – including highly specialized nutritional management – to those individuals with diagnosed metabolic or genetic disorders.

SPECIAL FORMULA ORDER FORM

I. TO BE COMPLETED BY DISTRICT/LOCAL STAFF Date Faxed: _____

Rush Delivery: YES NO

- Nutrition Unit called or emailed and notified of incoming fax.
- Written medical documentation with medical diagnosis attached.
- Returned packing slip to the Nutrition Unit when formula was received.

1. Name of WIC client & WIC ID Number _____
2. Birth Date _____
 - "First Day To Use" date on vouchers for current issuance month _____
 - Infant age (in months & days) as of "First Day To Use" date _____
3. Diagnosis (es) _____
4. Name of formula requested _____
 - Formula flavor (if applicable) _____
5. Product number/manufacturer of formula _____
6. Amount of formula **needed** for current month (number of cans / containers) _____
 - Amount of formula **prescribed** per month (total # of cans / containers) _____
 - Amount of formula **on hand** (number of cans / containers) _____
7. Type of formula: ready to feed, concentrate, powder, single use bottle, etc. (Provide justification for RTF formula) _____
8. Estimated time on formula _____
9. Formula issue month (based on voucher "First Day To Use" date) _____
10. Clinic name, contact person, and phone no. _____
11. Address/telephone number to ship formula _____
12. Prescribing Physician _____
13. District contact person _____
14. WIC/Nutrition Coordinator's signature or designee _____

II. TO BE COMPLETED BY NUTRITION UNIT

1. Formula Cost of this order (including price per case) _____
2. Date order placed to formula company _____
3. Clinic/District's account number _____
4. Contact person at formula company/phone no. _____
5. Anticipated date of delivery _____
6. State Nutrition Program Consultant's signature & date _____

III. TO BE COMPLETED BY STATE WIC BUDGET OFFICER

1. Purchasing authorization number/initial date _____
2. Field Purchase Order # / initial date _____
3. WIC Financial Director's signature _____

NUTRITION UNIT, PHONE: (404) 657-2884

WIC Approved Formulas/Medical Foods

Contract Infant Formula: a,b	
Gerber Good Start Gentle	Nestlé HealthCare Nutrition
Gerber Good Start Soy	Nestlé HealthCare Nutrition
Gerber Good Start Soothe	Nestlé HealthCare Nutrition
Gerber Good Start 2 Gentle (age 9-11 months)	Nestlé HealthCare Nutrition
Gerber Good Start 2 Soy (age 9-11 months)	Nestlé HealthCare Nutrition

Non-Contract Formulas/Medical Foods Requiring Medical Documentation: a,b,c

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 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 Instant Breakfast Essentials	Nestlé Nutrition
Carnation Breakfast Essentials, No Sugar Added	Nestlé Nutrition
Carnation Breakfast Lactose Free	Nestlé Nutrition
Carnation Breakfast Lactose Free Plus	Nestlé Nutrition
Carnation Breakfast Lactose Free VHC	Nestlé Nutrition
Compleat	Nestlé Nutrition
Compleat Pediatric	Nestlé Nutrition
Complex MSUD Amino Acid Bars	Applied Nutrition Corporation
Crucial	Nestlé Nutrition
Cyclinex 1	Abbott Nutrition
Cyclinex 2	Abbott Nutrition
Duocal	Nutricia

Formula	Manufacturer
EO28 Splash	Nutricia
EleCare Jr	Abbott Nutrition
EleCare (for Infants)	Abbott Nutrition
Enfamil A.R.	Mead Johnson
Enfamil EnfaCare	Mead Johnson
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	Abbott Nutrition
Ensure High Protein	Abbott Nutrition
Ensure Plus	Abbott Nutrition

Formula	Manufacturer
Ensure Pudding	Abbott Nutrition
Fiber Source HN	Nestlé Nutrition
Gerber Good Start Nourish	Nestlé Nutrition
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

Formula	Manufacturer
Lo*Pro	Med-Diet Labs
MCT Oil	Nestlé Nutrition
Methionaid	Nutricia
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
Nepro with Carb Steady	Abbott Nutrition
Nitro-Pro	Hormel Health Labs
NovaSource Renal	Nestlé Nutrition
Nutramigen AA	Mead Johnson
Nutramigen	Mead Johnson
Nutramigen with Enflora LGG	Mead Johnson
Nutren 1.0	Nestlé Nutrition
Nutren 1.0 with Fiber	Nestlé Nutrition
Nutren 1.5	Nestlé Nutrition
Nutren 2.0	Nestlé Nutrition

Formula	Manufacturer
Nutren Glytrol	Nestlé Nutrition
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
Parent's Choice Added Rice Starch	PBM Products
Parent's Choice Sensitivity	PBM Products
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
Pepdite Junior	Nutricia
PediaSure Peptide 1.0 Cal	Ross
PediaSure Peptide 1.0 Cal (fiber)	Abbott Nutrition

Formula	Manufacturer
PediaSure Peptide 1.5 Cal	Abbott Nutrition
PediaSure Peptide 1.5 Cal with Fiber	Abbott Nutrition
Peptamen	Nestlé Nutrition
Peptamen 1.5	Nestlé Nutrition
Peptamen AF	Nestlé Nutrition
Peptamen Junior	Nestlé Nutrition
Peptamen Junior Fiber	Nestlé Nutrition
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 North America
Periflex Junior	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

Formula	Manufacturer
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
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
Polycose	Abbott Nutrition
Portagen	Mead Johnson
Pregestimil	Mead Johnson
Pregestimil 24	Mead Johnson
ProBalance	Nestlé 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

Formula	Manufacturer
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
Protifar	Nutricia North America
ProViMin	Abbott Nutrition
Pulmocare	Abbott Nutrition
RE/GEN	Nutra/Balance
Renalcal	Nestlé Nutrition
Resource 2.0	Nestlé Nutrition
Resource Breeze	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

Formula	Manufacturer
Similac Expert Care NeoSure	Abbott Nutrition
Similac Human Milk Fortifier	Abbott Nutrition
Similac PM 60/40	Abbott Nutrition
Similac for Spit Up	Abbott Nutrition
Similac Special Care with Iron 20	Abbott Nutrition
Similac Special Care with Iron 24	Abbott Nutrition
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	Nestlé Nutrition
XLeu Maxamaid	Nutricia
XLeu Maxamum	Nutricia

Formula	Manufacturer
XLYS, XTrp Analog	Nutricia
XLys, XTrp Maxamaid	Nutricia
XLys, XTrp Maxamum	Nutricia
XMet Analog	Nutricia
XMet Maxamaid	Nutricia
XMet Maxamum	Nutricia
XMTVI Analog	Nutricia
XMTVI Maxamaid	Nutricia
XMTVI Maxamum	Nutricia
XPhe , XTyr Maxamaid	Nutricia
XPhe Maxamaid	Nutricia
XPhe Maxamum	Nutricia
XPhe Maxamum Drink	Nutricia
XPHE, XTyr Analog	Nutricia
XPTM Analog	Nutricia

- a. Ready-to-feed formula may be indicated in limited documented cases, such as:
 - (1) Unsanitary or restricted water supply
 - (2) Inadequate refrigeration
 - (3) Caregiver has a documented condition which inhibits the proper dilution of concentrated or powder formula.
 - (4) For participants in Food Package III with a qualifying medical condition and who are receiving exempt infant formulas or medical foods (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.
- b. 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.
- c. 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>Hormel Health Labs 3000 Tremont Road Savannah, Georgia 31405 (800) 866-7757</p> <p>Mead Johnson Nutritional Group 2400 W. Lloyd Expressway Evansville, Indiana 47721-0001 (800) 247-7893 - Adult Products (800) BABY-123 [222-9123] - Pediatric Products</p> <p>Med-Diet Laboratories, Inc. 3050 Ranchview Lane Plymouth, Minnesota 55447 (612) 550-2020; FAX (612) 550-2022 (800) 633-3438: Consumer Telephone Number</p> <p>Nestlé Nutrition 12 Vreeland Road, 2nd Floor Florham Park, New Jersey 07932 (973) 593-7500 FAX (973) 593-7718</p> <p>Nutra/Balance Products 7155 Wadsworth Way Indianapolis, Indiana 46219 (800) 432-3134</p> <p>Nutricia North America 9900 Belward Campus Drive, Ste. 100 Rockville, MD 20850 (800) 365-7354 FAX (301) 795-2301</p>	<p>PBM Products 204 N. Main St. Gordonsville, VA 22942 (800) 485-9969</p> <p>Ross Products Division, Abbott Nutrition 625 Cleveland Avenue Columbus, Ohio 43216 (800) 551-5838 (800) 227-5767: Consumer Information</p> <p>Scandipharm, Inc. 2200 Inverness Center Parkway Suite 310 Birmingham, Alabama 35242 (800) 950-8085</p> <p>Solace Nutrition One Research Court , Suite 450 Rockville, MD 20850 (888) 876-5223 FAX (401) 633-6066</p> <p>Vitaflo Limited Distributed Through: Transitional Service and Operation 123 East Neck Road Huntington, New York 11743 (631) 547-5984</p>
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