

II. Nutrition Services

3. Food Package

2.3.070 Prorated Food Packages

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POLICY: This policy provides guidance to Missouri WIC Information Network Systems (MOWINS) proration of food packages for infants, women, and children.

PROCEDURES:

A. MOWINS will calculate the number of days between the actual first-date-to-use and the last-date-to-use for the current food benefits being issued when determining prorated food packages.

1. For women and children, the following chart shows the start date of a prorated package (Pkg) depending on the number of days in the month for milk, juice, and formula:

# of Days in Month	Start Date of 3/4 Pkg	Start Date of 1/2 Pkg	Start Date of 1/4 Pkg
28	5th	13th	21st
29	6th	14th	22nd
30	7th	15th	23rd
31	8th	16th	24th

2. For infants, the following chart shows the start date of a prorated package depending on the number of days in the month for baby food and formula:

# of Days in Month	Start Date of 3/4 Pkg	Start Date of 1/2 Pkg
28	13th	21st
29	14th	22nd
30	15th	23rd
31	16th	24th

3. Other approved supplemental foods will be issued based on the participant's category. Refer to policies [2.3.020](#), [2.3.040](#), and [2.3.050](#).

B. The CPA shall ensure that the participant is not receiving an excess of the maximum monthly allowance of supplemental food and can override proration of the food benefits to issue a full food package based on the following reason(s):

1. The participant reported concerns with childcare, chronic family illness, travel distance due to rural residence, transportation, or parent/guardian work schedule.

2. Local agency (LA) emergency or disaster resulting in delayed benefit issuance.
 3. The reason for the override of the system proration must be documented in MOWINS.
- C. The LA will manually prorate formula that is returned by the participant using the following guidance:
1. See A. 1 and 2 above for the amount of formula to issue.
 2. Proration is determined from the day the participant is present in the clinic requesting formula.
- D. Prorated packages can be tailored by the CPA or changed for participant preference. Refer to policies [2.3.020](#), [2.3.040](#), and [2.3.050](#).