

II. Nutrition

3. Food Package

2.3.130 Direct Shipment of Formula

Authority 7 CFR 246.12(a)(b), 246.16(a)(1)

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Revised --/--

POLICY: The state agency (SA) shall distribute exempt infant formula and WIC-eligible nutritionals directly to the requesting local agency (LA). from WIC-approved contract formula companies or SA inventory if formula is unavailable from a WIC authorized retailer or pharmacy. LA sites must maintain a system of inventory control and store formula according to manufacturer guidelines until formula is issued to the participant.

PROCEDURES:

A. Direct distribution approval process is as follows:

1. A certified professional authority (CPA) at the LA should contact the SA and speak with the SA nutritionist assigned to formula duty.
2. The SA nutritionist will fill out a direct distribution form. Each request should be sent to a retail contact to verify formula is not available through a local retailer. If unable to obtain through local retailer, the SA nutritionist will send the form to the support staff responsible for ordering through contracted formula companies.
3. Formula will be directly shipped to the LA from the formula company. The SA will send confirmation which includes a reference number to the LA for monitoring of formula delivery.

B. Inventory and storage process is as follows:

1. The LA shall keep inventory of all formula received by direct distribution using a tracking log. Documentation must include the participant's WIC identification number, formula name, quantity, date received, and staff initials.
2. Formula shall be stored in a cool, dry room out of participant view. Access to the formula should be limited.

C. Issuance process is as follows:

1. The LA shall contact the participant once formula is received and schedule a time for issuance and pick-up.
2. Issuance shall be documented in the Missouri WIC Information Network System (MOWINS) using the Direct Shipped method and in general notes. If formula benefits were previously issued but not yet redeemed, these benefits must be voided prior to issuing formula under Direct Shipped method to avoid over-issuing.
3. Once removed from inventory, the LA shall indicate issuance on a tracking log.

4. Extra formula as a result of a direct distribution should not be donated but must be retained in inventory for the intended participant until the following month's issuance.
 - a. If the participant no longer requires that formula, extra formula may be issued to a different participant in need of the same formula at LA.
 - b. If not able to use, the LA shall contact the state office to determine if another agency could use the formula.