

Nutrition/Health Volume
Food Package Section

Prorated Food Packages (2.08500)

ER# 2.08500

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POLICY: This policy provides guidance to issuing prorated food packages to 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 set of checks being issued when determining prorated food packages.
1. For women and children, the following chart shows the start date of a prorated package (depending on the number of days in the month) for milk, juice and formula:

WOMAN & CHILD PRORATION

# 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 foods and formula:

INFANT PRORATION

# 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 participant's category. Refer to [ER# 2.07600](#), [ER#2.07800](#), and [ER# 2.07900](#).
- B. The CPA can override the proration of the first set of checks to issue a full food package based on the reasons below:
1. The participant reported having:
 - a. Childcare problems, chronic family illness, rural residence, transportation issues or working guardian/parent.
 2. The Local Agency (LA) reported having:
 - a. Natural disasters: major snow and/or ice storms, freezes, floods, tornadoes, severe weather, earthquakes, landslides, mudslides, dam failures, fires, heat, thunderstorms, which required their clinic to be closed.
 - b. Manmade disasters -technological, hazardous materials incidents, nuclear power plant accidents, radiological hazards, chemical, terrorism that required their clinic to be closed.
 - c. Other disasters: Pandemic flu, outbreak of highly contagious, deadly communicable disease, which required their clinic to be closed.
 3. The reason for the override of the system proration must be documented in MOWINS.
- C. Formula that is returned by the participant shall have a prorated food package re-issued.
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 [ER# 2.07600](#), [ER# 2.07800](#), and [ER# 2.07900](#).