
Subject: Transfers Using a Non-contract or Special Formula

Effective Date: October 1, 2012

Revised from: October 1, 2007

Policy: If a client transferring within the state of Kansas is on a food package that requires a Special Issuance Authorization form, the receiving clinic may honor the formula order for the remainder of the certification period with sufficient documentation. If a client transfers from out-of-state and requests a formula that requires a Special Issuance Authorization form by Kansas WIC policy, staff must assess the request before issuance. (See the Food & Check Issuance section for multiple policies related to primary contract, non-contract, and special formulas.)

Procedure:

1. If an in-state transfer is on a food package that requires a Special Issuance Authorization form:
 - a. The receiving (new) clinic should honor the formula order for the remainder of the certification period when they obtain a copy of the current Special Formula Issuance form. A Special Formula Authorization must be completed in KWIC at the receiving clinic.
 - b. Faxed copies of the Special Issuance Authorization from the previous agency are acceptable if the participant does not have a copy of the form upon arrival at the new clinic.
2. If a client transfers from out-of-state and requests a formula that requires a Special Issuance Authorization form by Kansas WIC policy, the following is considered before issuance:
 - a. Kansas WIC does not issue non-contract milk or soy-based formulas. Follow normal PPM formula policy procedure as for any client requesting such formula. (See the Food & Check Issuance section for multiple policies related to primary contract, non-contract, and special formulas.)
 - b. For special formulas, documentation on the Verification of Certification (VOC) card or caregiver report of special formula use may be honored for the remainder of the certification period.