
Subject: Tailoring a Food Package

Effective Date: October 1, 2015

Revised from: January 1, 2015

Policy: The base food package should be tailored to better meet the client's nutritional needs, food preferences, food intolerances and/or household conditions. Food package tailoring includes changes or substitutions to amounts, food types and/or forms.

The maximum monthly allowed amount for each food basket will be issued to all clients (except breastfed infants) unless a medical need or client/caregiver request is documented in the client's KWIC record.

The types and forms of WIC foods within a food package may be tailored to accommodate client/caregiver request and household and general living conditions. The reason for tailoring must be documented in the client's KWIC record.

Except for medically necessary changes involving formulas and WIC-eligible nutritionals (medical foods), once checks have been issued, food packages will only be changed if no checks for the issuance month have been redeemed. The type of formula issued to a WIC client currently receiving a formula may be changed or formula can be added to an existing food package even if some or all checks for the issuance month have been redeemed. The total amount of formula issued may not exceed the maximum quantity allowed for a month.

Reference: CFR §246.10

Procedure:

1. Providing less than the maximum monthly allowed amount in the base food package is appropriate when the following situations are documented in the client's KWIC record.
 - a. A medically or nutritionally warranted (e.g. to eliminate a food due to a food allergy/intolerance or another nutrition-related medical condition); or
 - b. If the client/caregiver requests less than the maximum amount. Reasons the client /caregiver may request less than the maximum amount include but are not limited to:
 - i. Typical food intake patterns
 - ii. Food aversions
 - iii. Household production of WIC foods
 - iv. Religious reasons prohibiting intake of WIC foods

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- v. Requesting a form of the product that is not available in container sizes that allow issuing the maximum monthly amount (i.e. all evaporated milk or concentrated juice for a child).
 - c. When the quantity of food is reduced below the maximum allowed, the CPA must advise the client/caregiver that the food package provides less than the maximum amount allowed and if possible, offer allowable food substitutions to increase the amount provided to the full maximum quantity.
2. The types and forms of WIC foods may be tailored within a food basket when the following situations are documented in the client's KWIC record:
- a. Accommodate client/caregiver preferences and eating patterns. Examples of tailoring by client/caregiver request include:
 - i. Issuing a different form of milk, including issuing soymilk or tofu to children or women. The allowed forms of milk and milk substitutes and their equivalents to fluid milk are listed in the table below. A combination of cheese, yogurt or tofu may be substituted for no more than 4 quarts of milk for Food Package IV, V, VI and for no more than 6 quarts for food package VII.

Type of Milk	Substitution Rate
Nonfat dry milk powder	1 qt reconstituted = 1 qt fluid milk
Evaporated milk	12 oz can = 0.75 qt fluid milk
Lactose free milk	1 qt = 1 qt fluid milk (in either ½ gallons or quarts, be sure to select the container size available where the client/caregiver shops).
Cheese	1 lb = 3 qts fluid milk to a limit of 1 lb of cheese.
Yogurt	32 oz = 1 qt fluid milk to a limit of 1-32 oz container
Soy Beverage	½ gallon = 2 qts fluid milk
Tofu	1 - 16 ounce container = 1 quart milk

- ii. Tailoring the legume basket from the base food package.
 - ◇ Options for food packages that contain either beans or peanut butter include;
 - (a) 4 (15-16 oz) cans beans,
 - (b) 1 lb dried beans or
 - (c) 18 oz jar peanut butter (not allowed for children less than 24 months of age).
 - ◇ Options for food packages that contain both beans and peanut butter include;
 - (a) 8 (15-16 oz) cans beans
 - (b) 4 (15-16 oz) cans beans + 1 lb dried beans
 - (c) 4 (15-16 oz) cans beans + 18 oz jar peanut butter
 - (d) 2 lb dried beans
 - (e) 1 lb dried beans + 18 oz jar peanut butter
 - (f) 2-18 oz jars peanut butter

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- iii. Tailoring the type of breakfast cereal (infant vs. adult) for children with qualifying conditions.
 - iv. Tailoring the desired juice consistency for children.
 - b. Accommodate household and general living conditions. Tailor the food package based on access to refrigeration, food storage and cooking facilities. Guidelines include:
 - i. Determine the best packaging for juice. Limit the issuance of single serving boxes to households with no acceptable food storage options.
 - ii. Determine the best form of milk and size of container.
 - iii. Provide peanut butter and/or canned beans.
 - iv. Determine whether canned beans or peanut butter should be substituted for eggs. For clients already receiving both beans and peanut butter, assess the amount of these food items that could reasonably be consumed in a month's time.
 - v. Distribute the food package in smaller quantities over more checks to make purchasing and storing food easier.
 - vi. Determine the best packaging and form for infant formula and WIC-eligible nutritionals (medical foods.)
 - ◇ If the product is available in multiple forms, limit the issuance of ready-to-feed formulas to households with an unsafe water supply.
 - ◇ Limit the issuance of single serving containers of ready-to-feed contract formulas to households with both an unsafe water supply in addition to no acceptable food storage option.
3. If the original checks have not been redeemed, use the Void/Replace Checks window in KWIC to change the food package, see policy [FCI: 04.04.00 – Voiding and Replacing Checks](#).
4. If some checks have been redeemed, limited changes can be made using the Reissue Formula Checks window in KWIC.
 - a. The type of formula issued to a client can be changed after the caregiver returns the unused checks and/or containers of the original formula. See policy [FCI: 02.05.00 - Documentation and Use of Returned Formula](#) for procedures to document the return of formula purchased by the WIC Program.
 - b. The amount of formula issued to a partially breastfed infant can be increased;

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- c. Special Formula can be issued to a child whose existing checks were for foods. The special authorization for the requested formula or WIC-eligible nutritional (medical food) must be entered before this option is available.