Subject: Documentation and Use of Returned Formula

Effective Date: October 1, 2004 Revised from:

Policy: Clients may return Formula purchased by the WIC program to the LA for a variety of reasons. This formula may only be used for WIC clients. It may not be used to replace formula for clients who have lost their checks, to increase the monthly amount issued, or as a food bank for WIC clients.

A supply of this returned formula should be retained for emergency situations such as after natural disasters, when the family has fled their residence and the LA cannot immediately issue replacement checks. Be sure to mark through the bar code for any formula distributed so it cannot be returned to a vendor for cash.

Returned formula can be issued to eligible clients, on a prorated basis, in cases where the client has purchased formula with their checks and an exchange of formula is indicated and approved by a CPA.

If the supply becomes larger than needed for emergencies and/or contains a specialized formula that will not be used, the SA should be contacted for proper handling. Be sure to check the expiration dates and dispose of formula that is outdated.

Procedure:

In the KWIC system, documentation needs to be in the specific client's chart that either returns formula and/or is issued replacement formula. If replacement checks are needed see policy FCI: 02.04.00.

When a WIC client returns formula and doesn't require reissuing formula or is given a small amount of a different formula out of the returned stock, document what and why a transaction was completed.

In order to account for returned formula and subsequent distribution, record entries on the Tracking Sheet for Receipt & Disposition of Returned Formula

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Tracking Sheet for Receipt & Disposition of Returned Formula						
Date	**Client Name**	**Formula & Form (conc, power, RTF)**	**Expiration Date**	**Amount Returned**	**Amount Issued**	**Reason**