

# WIC Approved Foods, Base Food Packages & Printing Checks

This module applies to the following security roles:

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RN/RD



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This module requires use of the computer and the on-line KWIC Training Application.

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# WIC Approved Foods

## Objectives

Upon completion of this activity, the employee will be able to:

1. Identify basic requirements for each WIC food category.
2. Briefly describe the food authorization procedure for WIC foods.

## Materials and Supplies

On-Line Policy and Procedure Manual (PPM) -

[http://www.kansaswic.org/local\\_agencies/policy\\_procedure\\_manual.html](http://www.kansaswic.org/local_agencies/policy_procedure_manual.html)

On-Line List of WIC Approved Foods by Category -

[http://www.kansaswic.org/WIC\\_approved\\_foods/list\\_of\\_approved\\_foods.html](http://www.kansaswic.org/WIC_approved_foods/list_of_approved_foods.html)

Current Kansas WIC Program Booklet (ask your supervisor to give you the booklet).

## Glossary

**Food Package** - Authorized foods that are prescribed according to the category and nutritional need of the client.

## Assignment

Read the following policies from the PPM:

[FCI 01.00.00 - Approved Foods](#); and

[FCI 01.01.00 – Allowable Food Selection Process and Product Requirements](#) .

## Introduction

WIC Food Packages are designed to supplement the diet and improve the health outcomes of WIC clients. The foods included in the food packages were selected to contribute to an overall diet that is consistent with established dietary recommendations, including support for breastfeeding. Foods in the package are readily acceptable, widely available, and commonly consumed; take into account cultural food preferences; and provide incentives for families to participate in the WIC program.

The WIC food packages are designed to reduce the prevalence of inadequate and excessive nutrient intakes in WIC clients. The package contributes to an overall dietary pattern that is consistent with the *Dietary Guidelines for Americans* (for individuals 2 years of age and older)

and with established dietary recommendations for infants and children younger than 2 years of age, including encouragement of and support for breastfeeding. WIC food packages help to reinforce key nutrition messages such as:

- Eat more fruits and vegetables
- Lower saturated fat and cholesterol intake
- Increase whole grains and fiber
- Drink less juice and sweetened beverages
- Babies are meant to be breastfed.

## WIC Approved Food List

WIC authorized food items must meet or exceed the established criteria for the appropriate food category. These criteria include category-specific nutritional content and packaging. Additionally, there are general standards on product availability and price which apply to all food categories. The criteria are listed in PPM, [FCI 01.01.00 – Allowable Food Selection Process and Product Requirements](#).

Products are regularly reviewed to assure they meet the criteria for their food category and the authorized foods are published in [PPM FCI 01.00.00 – Approved Foods](#) and in the WIC Program Booklet. The criteria for most food categories are broad enough that the each item can be listed with just a few conditions. However there are some food categories that have specific brand names, such as cereal, juice, and some whole grains choices. This is because many of those food items on the market do not meet the established criteria.

This is the cover of the WIC Program Booklet with Approved Food List (English) effective October 1, 2015. The next revision is due in 2017. The State Agency notifies Local Agencies of changes and provides new WIC Program Booklets.



## Progress Check #1

For Questions 1 through 3, mark T for True or F for False. Refer to Appendix A (page 35) to check your answers.

- \_\_\_\_\_ 1. The WIC food categories were selected because of a government surplus.
- \_\_\_\_\_ 2. To be approved for WIC, a cereal must be high in iron and low in sugar.
- \_\_\_\_\_ 3. Clients must purchase the least expensive brand of all WIC Foods.
4. Mark through the foods that are not WIC approved.

Baby Rice Cereal  
Hot Pepper Cheese  
Canned Carrots  
Medium Eggs  
General Mills Cheerios  
Oil-Packed Tuna  
Crunchy Peanut Butter  
16 oz Package Sliced American Cheese

Dried Garbanzo Beans  
Goat's Milk  
Almond Milk  
Hi C<sup>®</sup> Fruit Punch  
Whole Grain Bread  
6 oz Frozen Concentrated Orange Juice  
Fried (Hard) Corn Tortillas  
Bagged Fresh Spinach (not a salad kit)

# WIC Base Food Packages

## Objectives

Upon completion of this activity, the employee will be able to:

1. Identify the different WIC base food packages
2. Describe major characteristics of each food package

## Materials and Supplies

On-Line Policy and Procedure Manual (PPM) -

[http://www.kansaswic.org/local\\_agencies/policy\\_procedure\\_manual.html](http://www.kansaswic.org/local_agencies/policy_procedure_manual.html)

## Assignment

Read PPM:

[FCI 02.00.00-Food Packages](#)

[FCI 02.01.00-Food Packages for Infants](#)

[FCI 02.01.01-Infant Food Packages-Breastfeeding Infant](#)

[FCI 02.01.02-Infant Food Packages-Primary Contract Infant Formula](#)

[FCI 02.02.00-Food Packages for Children](#)

[FCI 02.03.00-Women Food Packages](#)

[FCI 02.03.01-Food Packages for Pregnant Women](#)

[FCI 02.03.02-Food Packages for Breastfeeding Women](#)

[FCI 02.03.03-Food Packages for Postpartum Women \(Non-breastfeeding\)](#)

## Glossary

**Competent Professional Authority (CPA)** - The authorized health professional responsible for determining nutritional risk and prescribing supplemental foods. The Kansas PPM defines the CPA as a licensed physician, registered dietitian/nutritionist (RD), registered nurse (RN), or licensed physician's assistant.

**Complementary foods** – Nutrient-containing foods or liquids along with human milk and includes both solid foods and infant formula.

**Base Food Packages** – The default food packages for a specific set of client characteristics. Base food packages are determined by client category, age, number of infants/fetuses and feeding method.

**Food Baskets** – A collection of WIC approved foods that can be substituted for each other.

## Introduction

This activity reviews the different WIC food packages and the rationale behind each food package. The WIC food packages are designed to supplement clients' diets but are **not intended to meet total dietary needs**. The food packages are based upon specific client characteristics. There are many different *base food* packages. The base food packages are listed in Table 1.

Table 1 - Base Food Packages		
<b>Food Package Designation</b>	<b>Client Category</b>	
1	Exclusively Breastfed <b>Infants</b> (BF)	0 - 5 months old
	Mostly Breastfed <b>Infants</b> (Mostly BF)	b. 1, 2, & 3 months old c. 4 - 5 months old
	Limited Breastfed <b>Infants</b> (Limited BF)	a. < 1 month old b. 1, 2, & 3 months old c. 4 - 5 months old
	Fully Formula Fed <b>Infants</b> (FF)	a. < 4 months old b. 4 - 5 months old
2	Exclusively Breastfed <b>Infants</b> (BF)	a. 6 - 9 months old b. 9 - 12 months old
	Mostly Breastfed <b>Infants</b> (Mostly BF)	a. 6 - 9 months old b. 9 - 12 months old
	Limited Breastfed <b>Infants</b> (Limited BF)	a. 6 - 9 months old b. 9 - 12 months old
	Fully Formula Fed <b>Infants</b> (FF)	a. 6 - 9 months old b. 9 - 12 months old
3	<b>Infants</b> who are receiving a special formula <b>Children</b> who are receiving formula or medical food <b>Pregnant, Breastfeeding or Postpartum Women</b> who are receiving formula or medical food	
4	<b>Children</b>	a. 12 to 24 months old b. 2 to 5 years old

<b>Food Package Designation</b>	<b>Client Category</b>	
5	<b>Pregnant Women</b> <b>Breastfeeding</b> Women with a single Mostly breastfed infant or one Mostly breastfed infant and at least one other infant with a status of Limited, Stopped or Never breastfed.	
6	Nonbreastfeeding <b>Postpartum</b> Women up to 6 months postpartum <b>Breastfeeding</b> Women up to 6 months postpartum with a single Limited breastfed infant; one Limited breastfed infant and at least one infant with a status of Stopped or Never breastfed; or multiple Limited breastfed infants	
7	<b>Breastfeeding Women</b>	a. with a single Exclusively breastfed infant. or with an Exclusively breastfed infant and at least one other infant with a status of Mostly, Limited, Stopped or Never breastfed. or multiple Mostly breastfed infants b. with multiple Exclusively breastfed infants
	<b>Pregnant Women</b>	a. with multiple fetuses b. with a linked breastfeeding infant

The Federal Regulations specify which foods and the maximum quantity of each food categories that may be issued in each food package. With the exception of infant formula in the partially breastfed infant food packages, the base food packages contain the maximum quantity for each food item allowed in the federal regulations. In some cases, the federal regulations allow choices among similar food items. Similar food items that can be exchanged for each other are assembled into *food baskets*.

A **Competent Professional Authority (CPA)** can tailor the base food package 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. Details on tailoring are found in the Food Package Tailoring & Special Authorization module.

## Infant Food Packages

[FCI 02.01.00-Food Packages for Infants](#)

[FCI 02.01.01-Infant Food Packages-Breastfeeding Infant](#)

[FCI 02.01.02-Infant Food Packages-Primary Contract Infant Formula](#)

During the first year of life an infant's diet changes from all breastmilk or formula to table foods. This transition should be based upon the nutritional needs and the developmental readiness of each infant. Table 2 lists developmental milestones of the first year of life that are associated with feeding.

Age (Months)	Behavior
Birth	<ul style="list-style-type: none"> <li>• Rooting, sucking and swallowing reflexes</li> <li>• Thrust / protrusion / extrusion reflex is strong</li> <li>• Feels hunger and indicates desire for food by crying; expresses satiety by turning head or getting distracted.</li> </ul>
3 - 4	<ul style="list-style-type: none"> <li>• Rooting Reflex starts to disappear</li> <li>• Extrusion reflex is fading</li> </ul>
4 - 6	<ul style="list-style-type: none"> <li>• Getting control of head and neck</li> <li>• Beginning eye-hand coordination</li> </ul>
6 - 9	<ul style="list-style-type: none"> <li>• Manipulate finger food</li> <li>• May drink from a cup with assistance</li> </ul>
9 - 12	<ul style="list-style-type: none"> <li>• Chews and bites</li> <li>• Picks up small morsels of food (finger foods) and feeds self</li> <li>• Uses a spoon with much spilling</li> <li>• Drinks from a cup but spills some of the contents</li> <li>• Holds own bottle and drinks from it</li> <li>• Refuses food by keeping lips closed; has preferences</li> </ul>

Table 2 – Developmental Milestones Associated with Feeding

**Complementary foods** should be introduced when the infant is developmentally ready which is usually between 4 and 6 months of age. At 6 months of age, when almost all infants are developmentally ready, semi-solid foods are added to the WIC food packages. The semi-solid foods issued in WIC food packages include infant cereal, baby food fruits and vegetables and baby food meats. Infant cereal and baby food fruit and vegetables are added to introduce infants to a variety of nutritious foods and to encourage healthy dietary patterns. Baby food meats are only provided to Exclusively Breastfed Infants and provide needed iron and zinc and with the larger quantity of baby food may encourage some mothers to continue exclusively breastfeeding.

### Exclusively Breastfed Infants

Breastfeeding is the preferred feeding for all infants, including preterm newborns. If the mother is going to be away from the baby during a normal feeding time, she should be encouraged to hand express or pump her milk for later use. Manual breast pumps, electric breast pumps, and

collection kits may be purchased using WIC funds and provided to breastfeeding women enrolled on WIC.

Exclusively breastfed infants do not receive any supplemental foods until they are 6 months old. When an exclusively breastfed infant turns 6 months old they start receiving infant cereal, baby food fruits and vegetables and baby food meats in the base food package. There are also certain tailoring options for fresh bananas at six months and a fresh fruit and vegetable check at nine months. Refer to the Food Package Tailoring & Special Authorization module.

<b>Base Food Package for 6-8 and 9-12 months old Exclusively Breastfed Infants</b>	
Food Basket	Quantity
ounces Infant Cereal	24
4 ounce jars Baby Food Fruits and Vegetables	64
2 ½ ounce jars Baby Food Meats	31

### **Partially Breastfed Infants**

In the absence of human milk, iron-fortified infant formulas are the most appropriate substitutes for feeding healthy, full-term infants. Although infant formulas do not duplicate the composition of human milk, when used as the sole source of nourishment they do meet all the energy and nutrient requirements of the infant.

To promote the establishment and increase the duration of breastfeeding, formula is not routinely provided to the breastfed infant. If formula is requested, the client should be referred to and evaluated by the local Designated Breastfeeding Expert.

The later pages of policy [FCI 02.01.01-Infant Food Packages-Breastfeeding Infant](#) contain guidelines for issuing formula to breastfed infants and excellent talking points to encourage exclusive breastfeeding.

When formula is provided, only the powdered form is issued to partially breastfed infant. This is because powdered formula can be reconstituted in small quantities, which is safer and more convenient for supplementation. The primary contract brand iron fortified milk-based or soy-based formula can be issued. Refer to the Food Package Tailoring & Special Authorization module for more information on special formula issuance.

A milk-based iron fortified formula is the formula of choice when breastfeeding is not adopted or stopped before 1 year of age. In these formulas, cow milk is modified to formulate a product which is "more like breast milk". The protein content of milk-based formulas is higher than human milk. The fat source is a mixture of various vegetable oils selected to simulate human milk. The carbohydrate source in human milk and the standard milk-based formulas is lactose. There are milk-based, lactose-free formulas on the market. The carbohydrate source for these products is corn syrup solids.

Infants who cannot tolerate milk-based formulas can be issued a soy-based formula. Soy-based formulas are safe and effective alternatives to human milk or milk-based formulas for healthy,

full-term infants but are **not** recommended for preterm infants who weigh <1800 grams. All of the soy-based formulas currently on the market are both cow milk free and lactose-free. The protein source is a soy isolate supplemented to provide all essential amino acids. The total protein is slightly higher than milk-based formulas, because the quality of soy protein does not match the quality of cow milk protein. The fat source is primarily a blend of vegetable oils and is similar to the blend in milk-based formulas. The carbohydrate sources vary, and may include sucrose, corn starch, corn syrup, and glucose polymers.

There are two base food packages for partially breastfed infants, Mostly Breastfeeding and Limited Breastfeeding. The maximum amount of formula allowed per month depends on the age of the infant. The amount of formula allowed is established using the reconstituted fluid ounces for the formula, in this activity the contract brand formula was used to determine the maximum number of containers that can be provided. The maximum number of containers for other formulas may be different. While the policy tables list the maximum amount of formula that can be provided for each base food package, the actual amount provided should be determined individually based upon the average daily formula intake.

The Breastfeeding Mother’s food package is based upon the number of infants she is breastfeeding and each infant’s base food package. The Mother of a limited breastfed infant receives the same food package as the Mother of a fully formula fed infant. Information on determining the appropriate food package for breastfeeding infants is included in the section titled “Breastfeeding Dyad.”

*Birth to One Month of Age*

To support the establishment of successful breastfeeding, the Kansas WIC Program discourages any infant formula for breastfed infants in their first month of life. Therefore there is no base food package for the Mostly Breastfed infant. If an infant is less than one month old and the mother wants any formula, the infant must be categorized as a Limited Breastfed Infant. Food Package for infants between birth and one month of age may be tailored to include additional formula. See the Food Package Tailoring & Special Authorization module for more details.

From policy [FCI 02.01.01-Infant Food Packages-Breastfeeding Infant](#):  
 “If formula is issued to an infant under 1 month of age (Limited Breastfeeding food package) only 1 month worth of checks may be issued. The breastfeeding mother and her baby should be scheduled for an individual nutrition education appointment to assess the breastfeeding status and formula intake before issuing more checks for the Dyad. Especially assess if formula use has decreased and the mother may be assigned a food package with more food.”

<b>Base Food Packages for 0-1 month old Partially Breastfed Infants</b>		
Food Basket	<b>Mostly Breastfed Infant</b>	<b>Limited Breastfed Infant</b>
	Quantity	Quantity
12.4 oz containers Similac Advance Powder	0	1

*One through Three Months of Age*

After the first month of life, the breastfed infant is allowed approximately half of the amount of infant formula provided to a fully formula fed infant. Both the Mostly and Limited Breastfed Food Packages for infants one through three months of age may be tailored to include additional formula. See the Food Package Tailoring & Special Authorization module for more details.

<b>Base Food Packages for 1, 2 &amp; 3 months old Partially Breastfed Infants</b>		
Food Basket	<b>Mostly Breastfed Infant</b>	<b>Limited Breastfed Infant</b>
	Quantity	Quantity
12.4 oz containers Similac Advance Powder	1	5

*Four through Five Months of Age*

As infants grow their nutrients needs increase and the maximum amount of formula allowed is increased to meet the increasing nutrient demands of the older infant. Both the Mostly and Limited Breastfed Food Packages for infants four through five months of age may be tailored to include additional formula. See the Food Package Tailoring & Special Authorization module for more details.

<b>Base Food Packages for 4 &amp; 5 month old Partially Breastfed Infants</b>		
Food Basket	<b>Mostly Breastfed Infant</b>	<b>Limited Breastfed Infant</b>
	Quantity	Quantity
12.4 oz containers Similac Advance Powder	1	6

*Six through Eleven Months of Age*

At six months of age, complementary foods start displacing breastmilk and/or formula in the infant's diet. At this time infant cereal, and baby food fruits and vegetables are added to the food package and the maximum amount of formula allowed decreases. Both the Mostly and Limited Breastfed Food Packages for infants six through eleven months of age may be tailored to include additional formula, as well as bananas at six months and a fresh fruit and vegetable check at nine months. See the Food Package Tailoring & Special Authorization module for more details.

<b>Base Food Packages for 6 - 12 month old Partially Breastfed Infants</b>		
Food Basket	<b>Mostly Breastfed Infant</b>	<b>Limited Breastfed Infant</b>
	Quantity	Quantity
12.4 oz containers Similac Advance Powder	1	5
ounces Infant Cereal	24	24
4 ounce jars Baby Food Fruits and Vegetables	32	32

## Formula Fed Infants

Formula fed infants may be issued powdered, concentrated liquid or a combination of powdered and concentrated liquid formula. Ready to feed formulas are only provided when needed for reason such as an unsafe water supply or concerns about the caregiver's ability to mix the concentrated liquid or powdered formula correctly. The maximum amount of formula allowed per month depends on the age of the infant. The amount of formula allowed is established using the reconstituted fluid ounces for the formula. In this activity the powdered form of the contract brand formula was used to determine the maximum number of containers that can be provided. The maximum number of containers for other powdered formulas may be different. Except in very rare circumstances, formula fed infants should be issued the maximum amount of formula allowed.

### *Birth through Three Month of Age*

The **Estimated Energy Requirement (EER)** for infants 0 – 3 months old is  $(89 \times \text{weight [kg]} - 100) + 175$  kcal. The standard infant formulas all contain 20 kcal per fluid ounce of formula, so this translates to between 18 to 32 ounces of formula per day for healthy full term infants. One can of the powdered contract formula reconstitutes to 90 ounces, so a fully formula fed infant in this age range should consume between 6 and 10 cans of formula a month.

<b>Base Food Package for &lt; 4 months old Formula Fed Infants</b>	
Food Basket	Quantity
12.4 oz containers Similac Advance Powder	9

### *Four through Five Month of Age*

The EER for infants 4 – 6 months old is  $(89 \times \text{weight [kg]} - 100) + 56$  kcal. This translates to between 28 to 40 ounces of formula per day or between 9 and 13 cans of formula a month.

<b>Base Food Package for 4 &amp; 5 months old Formula Fed Infants</b>	
Food Basket	Quantity
12.4 oz containers Similac Advance Powder	10

### *Six through Eleven Months of Age*

The EER for infants 7-12 months old is  $(89 \times \text{weight [kg]} - 100) + 22$  kcal. At six months of age, formula intake starts decreasing as complementary foods are added to the infant's diet and the WIC food package. The food package may be tailored to substitute some of the baby food for bananas at six months and a fresh fruit and vegetable check at nine months. See the Food Package Tailoring & Special Authorization module for more details.

<b>Base Food Package for 6 - 12 months old Formula Fed Infants</b>	
Food Basket	Quantity
12.4 oz containers Similac Advance Powder	7
ounces Infant Cereal	24
4 ounce jars Baby Food Fruits and Vegetables	32

## Child Food Packages

### [FCI 02.02.00-Food Packages for Children](#)

#### *Twelve to Twenty-Four Months of Age*

At approximately 12 months of age when the child is well established on table food, it is time to shift from infant milk feeding (breastmilk or formula) to some other kind of milk. A child is considered “well established” on table food when he is sitting up for three meals a day, primarily self-feeding with his hands, and drinking, with assistance, from the cup. He should take at least three ounces of solid foods at each meal. Meals and snacks are providing a variety of foods from each food group. The formula or breastmilk consumption should have dropped off, most noticeably through elimination of some of the nursing sessions.

At this point the child no longer needs the extra vitamins and minerals provided by formula and are ready to switch to pasteurized whole milk. Whole milk provides the necessary fat and calories for optimal growth and cholesterol for brain development. Skim or reduced-fat milks are not recommended for the first two years of life.

<b>Base Food Package for Children 12 to 24 Months Old</b>		
Food Basket	Food Item	Quantity
Cereal	Ounces Breakfast Cereal	36
Dairy	Gallons Whole Milk	4
Eggs	Dozen Eggs	1
FVC	Fruit and Vegetable Check	\$8.00
Juice	64 oz containers Ready-to-Drink Juice	2
Legumes	14-16 ounce cans Beans	4
Whole Grain	Ounces Whole Grain	32

#### *Two to Five Years of Age*

Around 2 years old, when most children are eating the same foods as the rest of the family and getting plenty of fat from the other things they are eating is a good time to switch to reduced fat dairy products. Introducing reduced fat dairy products at this time has the added advantage of developing a preference for low fat foods setting up a lifetime of healthy eating. To assist in this transition, the dairy in the WIC food package is changed to lower-fat products when the child turns 2 years old.

By the age of two, most children have mastered the art of coordinating chewing and swallowing lowering the risk of choking on particular foods, like grapes, carrots, nuts, and whole spoonfuls of peanut butter. When the child turns 2 years old, peanut butter is added to the WIC food package.

<b>Base Food Package for Children 2 to 5 Years Old</b>		
Food Basket	Food Item	Quantity
Cereal	Ounces Breakfast Cereal	36
Dairy	Gallons 0%, ½ %, or 1% Fat Milk	4
Eggs	Dozen Eggs	1
FVC	Fruit and Vegetable Check	\$8.00
Juice	64 oz containers Ready-to-Drink Juice	2
Legumes	14-16 ounce cans Beans	4 (even months)
	18 ounce jar Peanut Butter	1 (odd months)
Whole Grain	Ounces Whole Grain	32

## Food Packages for Women

[FCI 02.03.00-Women Food Packages](#)

[FCI 02.03.01-Food Packages for Pregnant Women](#)

[FCI 02.03.02-Food Packages for Breastfeeding Women](#)

[FCI 02.03.03-Food Packages for Postpartum Women \(Non-breastfeeding\)](#)

The WIC Food Packages for women were designed to provide variety of nutritious foods while being low in fat and high in fiber.

The Breastfeeding Mother's food package is based upon the number of infants she is breastfeeding and each infant's base food package. Information on determining the appropriate food packages for breastfeeding women is included in the "Breastfeeding Dyad" section.

### *Excl BF or Mostly BF/PG > 1*

The Excl BF or Mostly BF/PG > 1 food package is for WIC clients who are either exclusively breastfeeding an infant, mostly breastfeeding more than one infant or pregnant with multiple infants.

<b>Base Food Package for Excl BF or Mostly BF/PG &gt; 1</b>		
Food Basket	Food Item	Quantity
Cereal	Ounces Breakfast Cereal	36
Dairy	Gallons 0%, ½ %, or 1% Fat Milk	6
Eggs	Dozen Eggs	2
Fish	Ounces Salmon or Tuna	30
FVC	Fruit and Vegetable Check	\$11.00
FP 7 Cheese	Pound Cheese	1
Juice	11 - 12 oz containers Concentrated Juice	3
Legumes	14-16 ounce cans Beans	4
	18 ounce jar Peanut Butter	1
Whole Grain	Ounces Whole Grain	16

### *Excl BF Multiples*

The Excl Multiples food package is for WIC clients who exclusively breastfeeding multiple infants. This food package provides 1½ times the amount of food received by women exclusively breastfeeding a single infant. For some food baskets this quantity is not evenly divisible by the container sizes of the food items. In these cases, the quantity of the food item is distributed as an average over a two month period.

<b>Base Food Package for Excl BF Multiples</b>		
Food Basket	Food Item	Quantity
Cereal	Ounces Breakfast Cereal	54

Dairy	Gallons 0%, ½ %, or 1% Fat Milk	9
Eggs	Dozen Eggs	3
Fish	Ounces Salmon or Tuna	45
FVC	Fruit and Vegetable Check	\$16(even months)
		\$17(even months)
FP 7 Cheese	Pound Cheese	2 (odd months)
		2 (odd months)
Juice	11 - 12 oz containers Concentrated Juice	5 (even months)
		4 (odd months)
Legumes	14-16 ounce cans Beans	8 (even months)
		4 (odd months)
	18 ounce jar Peanut Butter	1 (even months)
		2 (odd months)
Whole Grain	Ounces Whole Grain	32 (even months)
		16 (odd months)

*PG or Mostly BF*

The PG or Mostly BF food package is for WIC clients who are pregnant with a single fetus or mostly breastfeeding a single infant. This food package does not provide any fish and contains less milk and eggs than the food package for women expecting multiples or exclusively breastfeeding an infant. (Remember Mostly BF is not available for a mother when her infant is <1 month old and getting any formula.)

<b>Base Food Package for PG or Mostly BF</b>		
Food Basket	Food Item	Quantity
Cereal	Ounces Breakfast Cereal	36
Dairy	Gallons 0%, ½ %, or 1% Fat Milk	5 1/2
Eggs	Dozen Eggs	1
FVC	Fruit and Vegetable Check	\$11.00
Juice	11 - 12 oz containers Concentrated Juice	3
Legumes	14-16 ounce cans Beans	4
	18 ounce jar Peanut Butter	1
Whole Grain	Ounces Whole Grain	16

*Limited BF or PP*

The Limited BF or PP food package is for WIC clients who are providing their infant with very limited amounts or no breastmilk. This food package does not provide whole grains and provides less milk, juice and legumes than the food package for women who are mostly breastfeeding an infant or pregnant.

<b>Base Food Package for Limited BF or PP</b>		
Food Basket	Food Item	Quantity
Cereal	Ounces Breakfast Cereal	36

Dairy	Gallons 0%, ½ %, or 1% Fat Milk	4
Eggs	Dozen Eggs	1
FVC	Fruit and Vegetable Check	\$11.00
Juice	11 - 12 oz containers Concentrated Juice	2
Legumes	14-16 ounce cans Beans	4 (even months)
	18 ounce jar Peanut Butter	1 (odd months)

## Estimated Average Cost of Base Food Packages

Food Package	* Estimated Average Cost Nov 2015 QPA
1 BF Excl Breastfed < 6 mo old	Priceless
2a BF Excl Breastfed 6-9 mo old	\$94.53
**2b BF Excl Breastfed 9-12 mo old	\$76.73
1a FormulaFed <4 mo	\$153.54
1b FormulaFed 4 & 5 mo	\$170.60
2a FormulaFed 6-9 mo	\$152.70
**2b FormulaFed 9-12 mo	\$143.70
4a Children 12 mos to 24 mos	\$69.98
4b Children 2 to 5 years	\$69.34
5 Pregnant or Mostly BF	\$81.57
6 Limited BF or PP	\$62.86
7a Excl BF or Mostly BF/PG>1	\$107.46
7b Excl BF Multiples	\$161.19

\* This estimated price for each food package uses shelf prices reported from authorized grocery stores Quarterly Price Assessments.

\*\* The 9-12 mo old food package costs are tailored for the FVC and Fresh Bananas. This tailored options removes jars of baby food and adds \$8 FVC and 4 fresh bananas.

The value of actual food packages vary widely. Stores charge different prices, clients have tailored food packages, etc. For information purposes, here is a table showing a specific month's estimated average cost for certain food packages. Most of the lines are base food packages, but it also includes 9-12 month package tailored to include 4 bananas and the Fruit/Vegetable Check.

Partially breastfed infant food packages are not shown because they are so often tailored above the base food package that the value of the base food package is potentially more misleading than informative.

# Breastfeeding Dyads

## Objectives

Upon completion of this activity, the employee will be able to:

1. Describe the relationship between an infant breastfeeding status and food packages for the mother and baby (breastfeeding dyad).
2. Identify the correct base food packages for a breastfeeding mother and her baby.

## Materials and Supplies

On-Line Policy and Procedure Manual (PPM) -

[http://www.kansaswic.org/local\\_agencies/policy\\_procedure\\_manual.html](http://www.kansaswic.org/local_agencies/policy_procedure_manual.html)

## Assignment

Review PPM:

FCI: 02.03.02 - Food Packages for Breastfeeding Women

FCI 02.01.01-Infant Food Packages-Breastfeeding Infant

## Glossary

***Breastfeeding Dyad*** - Two individuals or units regarded as a pair. In this case a breastfeeding mother and her baby.

***Infant's Breastfeeding Status*** – The Breastfed Status selected on the infant's Health Interview window in KWIC. The breastfeeding statuses are:

- Exclusively – infant receiving no formula from WIC
- Mostly – infant is receiving a small amount of formula from WIC
- Limited – infant is receiving more formula than breastmilk or if aged less than one month old and receiving any formula.
- Stopped – infant is no longer breastfed.
- Never – infant was never breastfed.

## Introduction

The base food packages for ***breastfeeding dyads*** are linked. The Breastfeeding Mother's food package is based upon the number of infants she is breastfeeding and each infant's base food package. The infant's food package is determined by the ***infant's breastfeeding status***.

## Breastfeeding Dyads with a Single Infant

### *Exclusively Breastfeeding Dyads*

Traditionally exclusively breastfeeding is defined as providing an infant with breast milk and no other liquids or solids from any other source, including water. For WIC food package purposes, the term is used based on the amount of formula WIC issues for the infant. To be considered exclusively breastfeeding WIC must not be issuing formula to the infant. Mothers of a single exclusively breastfed infant are eligible to receive the base food package for Excl BF or Mostly BF/PG > 1.

<b>Food Packages for Exclusively Breastfeeding Dyads</b>	
<b>Mother's Food Package</b>	<b>Baby's Food Package (after 6 months old)</b>
36 Ounces Breakfast Cereal	24 ounces Infant Cereal
6 Gallons 0%, ½ %, or 1% Fat Milk	64 - 4 ounce jars Baby Food Fruits and Vegetables
2 Dozen Eggs	31 - 2 ½ ounce jars Baby Food Meats
30 Ounces Salmon or Tuna	
\$11.00 Fruit and Vegetable Check	
1 Pound Cheese	
3 - 11 - 12 oz containers Concentrated Juice	
4 - 14-16 ounce cans Beans	
1 - 18 ounce jar Peanut Butter	
16 Ounces Whole Grain	

### *Mostly Breastfeeding Dyads*

Mostly breastfeeding dyads are breastfeeding pairs that are receiving some formula from WIC. To help the dyad get breastfeeding established, the Kansas WIC Program does not provide any formula is provided in the first month of life. After the infant is 1 month old the maximum amount allowed is about half the amount of formula that is provided to a nonbreastfed infant. The following table lists the amount formula that an infant can consume on an average day and still be considered mostly breastfeeding.

<b>Mostly BF</b>	
<b>Infant's Age</b>	<b>Ounces of Formula Per Day</b>
Less than 1 month	0
1 to 3 Months	1 - 14
4 to 5 Months	1 - 17
6 to 12 Months	1 - 12

Mostly breastfed infants receive the age appropriate food package for Mostly Breastfed Infant and the mother is eligible for the food package for PG or Mostly BF. The base Mostly Breastfed Food Packages are the same for all infants from birth through six months of age. These are considered different food packages because the maximum amount of formula that the food

package may be tailored to include is different for each age range. See the Food Package Tailoring & Special Authorization module for more details.

<b>Base Food Package for Mostly BF Dyads</b>	
<b>Mother's Food Package</b>	<b>Baby's Food Packages</b>
	<b>0 through 5 months old</b>
36 Ounces Breakfast Cereal	1 - 12.4 oz containers Similac Advance Powder
5 1/2 Gallons 0%, 1/2 %, or 1% Fat Milk	
1 Dozen Eggs	<b>6 - 12 month old</b>
\$11.00 Fruit and Vegetable Check	1 - 12.4 oz containers Similac Advance Powder
3 - 11-12 oz containers Concentrated Juice	24 ounces Infant Cereal
4 - 14-16 ounce cans Beans	32 - 4 ounce jars Baby Food Fruits and Vegetables
1 - 18 ounce jar Peanut Butter	
16 Ounces Whole Grain	

### *Limited Breastfeeding Dyads*

Limited breastfeeding dyads are breastfeeding pairs are receiving more formula from WIC than is allowed in the Mostly Breastfeeding food packages. The following table lists the amount formula that an infant can consume on an average day and be considered limited breastfeeding.

<b>Limited BF</b>	
<b>Infant's Age</b>	<b>Ounces of Formula Per Day</b>
Less than 1 month	Any
1 to 3 Months	More than 15
4 to 5 Months	More than 18
+ to 12 Months	More than 13

Limited breastfed infants receive the age appropriate food package for Limited Breastfed Infants. The food packages may be tailored to include additional formula. See the Food Package Tailoring & Special Authorization module for more details.

The mother is eligible for the food package Limited BF or PP until the infant is six months old. After the infant turns six months old, the mother of a limited breastfed infant is no longer eligible for a food package, but is still counted as participating in the clinic's caseload.

**Special note about an infant less than 1 month old receiving any formula**

If an infant is less than one month old and the mother wants any formula, the infant must be categorized as a Limited Breastfed Infant.

As stated in [FCI 02.01.01-Infant Food Packages-Breastfeeding Infant](#) , if formula is issued to an infant under 1 month of age only 1 month worth of checks may be issued. The breastfeeding mother and her baby should be scheduled for an individual nutrition education appointment to assess the breastfeeding status and formula intake before issuing more checks for the Dyad. In some cases the infant may have stopped or decreased formula and may be changed to an exclusively or mostly breastfed infant (and the mother's food package increased accordingly.)

<b>Base Food Package for Limited BF Dyads</b>	
<b>Mother's Food Package</b>	<b>Baby's Food Package</b>
<b>0-6 months postpartum</b>	<b>0-1 month old</b>
36 Ounces Breakfast Cereal	2 - 12.4 oz containers Similac Advance Powder
5 1/2 Gallons 0%, ½ %, or 1% Fat Milk	
1 Dozen Eggs	<b>1, 2 &amp; 3 month old</b>
\$11.00 Fruit and Vegetable Check	5 - 12.4 oz containers Similac Advance Powder
3 - 11 - 12 oz containers Concentrated Juice	
4 - 14-16 ounce cans Beans	<b>4 &amp; 5 month old</b>
1 - 18 ounce jar Peanut Butter	6 - 12.4 oz containers Similac Advance Powder
16 Ounces Whole Grain	
	<b>6 - 12 month old</b>
<b>6 - 12 month postpartum</b>	5 - 12.4 oz containers Similac Advance Powder
No foods	24 ounces Infant Cereal
	32 - 4 ounce jars Baby Food Fruits and Vegetables

## **Breastfeeding Dyads with Multiple Infants**

### *Exclusively Breastfeeding Multiple Dyads*

If the mother is exclusively breastfeeding multiple infants she gets the Excl Multiples food package, which as stated in the previous section is 1½ times the food package received by a woman who is exclusively breastfeeding a single infant. At six months of age all exclusively breastfed infants start receiving food package for 6-12 months old Exclusively Breastfed Infants.

### *Mostly Breastfeeding Multiple Dyads*

If the mother is mostly breastfeeding multiple infants she gets the Excl BF or Mostly BF/PG > 1 food package.

### *Limited Breastfeeding Multiple Dyads*

A mother with multiple infants with a status of limited breastfeeding receives the same benefits as a mother with a single limited breastfed infant.

### *Breastfeeding Dyads with Mixed Statuses*

In all other situations, the mother's base food package is determined by the infant who is receiving the **least** amount of formula from WIC. *For this reason, if the family is requesting more than the maximum amount of formula allowed by issuing all infants the mostly breastfeeding food packages, the formula should predominately be assigned to a single infant rather than divided equally among the infants.*

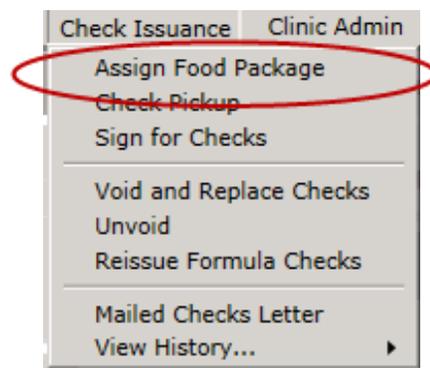
Age of Infant(s)	Breastfeeding Status of Infant 1	Breastfeeding Status of Infant 2	Mother's Food Package
< 1 year	Exclusive	Exclusive	Excl Multiples
< 1 year	Exclusive		Excl BF or Mostly BF/PG > 1 food package
< 1 year	Exclusive	Mostly / Limited / Stopped / Never	Excl BF or Mostly BF/PG > 1 food package
< 1 year	Mostly	Mostly	Excl BF or Mostly BF/PG > 1 food package.
< 1 year	Mostly		PG or Mostly BF
< 1 year	Mostly	Limited / Stopped / Never	PG or Mostly BF
< 6 months	Limited	Limited / Stopped / Never	Limited BF or PP
≥ 6 months	Limited	Limited / Stopped / Never	No food package

# Assigning Base Food Packages in KWIC

## Objectives

Upon completion of this activity, the employee will be able to:

1. Describe the function of different sections of the Assign Food Package screen.
2. View food packages for previously issued checks.
3. Use the Food Package Determination screen to review client characteristics being used by KWIC to identify a base food package.
4. View the Feeding Summary and understand its relationship to the Health Interview screen for infants and young children.
5. Assign a base food package for clients.
6. Issue checks.



## Introduction

The Assign Food Package screen is used to:

- Review and assign food packages for a client
- Access the Tailor Food Package screens
- Access the Special Authorization screens

To access Assign Food Package, select an **active** client and retrieve the client's record from the Find Client window. The client must be active because the Assign Food Package window will not open for a client who is not eligible to receive checks.

For this example, **retrieve the record of Carla Carrot**, a breastfeeding woman. Go to the Check Issuance dropdown menu and select Assign Food Package for Carla. **Click along to see the actual screens and compare to the screen shots in the module.**

The Assign Food Package screen has several sections that will be discussed in the following pages:

- A. Food Package assignments for printed checks with current or future dates
- B. Food Package assignments for checks that can be printed
- C. Last Issuance
- D. Feeding Summary

Client Services .NET - 2.0.1.90 - Butler County WIC Clinic

File Services Client Check Issuance Clinic Admin Utilities Reports Help

Find Client Appointment Book Alice Artichoke Group Carla Carrot Group

Carla Carrot WIC Active BF  
10357735 Gender Female Cert. Period 08/27/2015 to 08/31/2016  
DOB 05/24/1990, 25 Years Priority 1 HR Delivery Date 08/03/2015

Assign Food Package Notices

Hide Inactive Clients Add New Group Member

Quick Links for Carla Carrot

Demographics  
Flowsheet  
Notices  
Notes  
WIC Certification  
Mid-Certification  
Dual Participation  
Anthro Measures  
Blood Measures  
Health Interview  
Risk Factors  
Nutrition Education  
Referrals  
Change Category  
Record New Pregnancy  
History-Client Goals  
History-Health Interview  
History-Issuance  
History-Nutrition Education  
Rights & Responsibilities  
Check Pickup  
Sign for Checks

Food Package Assignments For Printed Checks With Current Or Future Dates

Client's Age	First Use Date	Base Food Package	Assign Food Package	
25 Years	12/09/2015	Excl BF or Mostly BF/PG >1	Excl BF or Mostly BF/PG >1	<a href="#">View</a> <a href="#">Tailor</a> <a href="#">Special Authorization</a>

Food Package Assignments For Checks That Can Be Printed

Client's Age	First Use Date	Base Food Package	Assign Food Package	
25 Years	01/09/2016	Excl BF or Mostly BF/PG >1	Excl BF or Mostly BF/PG	<a href="#">View</a> <a href="#">Tailor</a> <a href="#">Special Authorization</a>
25 Years	02/09/2016	Excl BF or Mostly BF/PG >1	Excl BF or Mostly BF/PG	<a href="#">View</a> <a href="#">Tailor</a> <a href="#">Special Authorization</a>
25 Years	03/09/2016	Excl BF or Mostly BF/PG >1		<a href="#">View</a> <a href="#">Tailor</a> <a href="#">Special Authorization</a>

Feeding Summary  Client Receives Formula From Another Program.

Last Issuance [View](#)

Package	First Use
Excl BF or Mostly BF/PG >1	12/9/2015

Save Cancel

## Food Package Assignments for Printed Checks with Current or Future Dates

The section “Food Package Assignments for printed checks with current or future dates” has a line with information for all checks issued to the client with a Last Day to Use that is greater than or equal to the current date. Each month of checks printed for the client is listed on a separate line. The section is blank for new client or client without checks useable today or in the future.

Depending on what time of the month you complete this module, Carla Carrot may or may not have checks display in the top section of her Assign Food Packages window. This is an example if you do this module early in the month.

### Food Package Assignments For Printed Checks With Current Or Future Dates

Client's Age	First Use Date	Base Food Package	Assign Food Package	
25 Years	12/09/2015	Excl BF or Mostly BF/PG >1	Excl BF or Mostly BF/PG >1	<a href="#">View</a> <a href="#">Tailor</a> <a href="#">Special Authorization</a>

This section of the window displays:

- The client’s age on each first use date for those checks;
- The First Use Date for those checks;
- The Base Food Package the client was eligible for on the First Use Date of the checks;
- The actual food package issued;
- A view link to opens a separate window that lists all foods issued and how the foods were distributed over the checks; and
- Links to tailor the food package and create a special authorization (these functions are discussed in the “Tailoring Food Packages and Special Authorization” module).

## Food Package Assignments for Checks that Can Be Printed

The middle section of the Assign Food Package window is “Food Package assignments for checks that can be printed.” This section displays the same information as the top section for each set of checks that are able to be printed on the current date. Here is an example for Carla Carrot, although your dates will be different.

Food Package Assignments For Checks That Can Be Printed			
Client's Age	First Use Date	Base Food Package	Assign Food Package
25 Years	01/09/2016	<a href="#">Excl BF or Mostly BF/PG &gt;1</a>	<input type="text"/> <a href="#">View</a> <a href="#">Tailor</a> <a href="#">Special Authorization</a>
25 Years	02/09/2016	<a href="#">Excl BF or Mostly BF/PG &gt;1</a>	<input type="text"/> <a href="#">View</a> <a href="#">Tailor</a> <a href="#">Special Authorization</a>
25 Years	03/09/2016	<a href="#">Excl BF or Mostly BF/PG &gt;1</a>	<input type="text"/> <a href="#">View</a> <a href="#">Tailor</a> <a href="#">Special Authorization</a>

The entire section is blank if the client is not eligible to receive any checks on the current date. A client is not eligible to receive checks when:

- The client has already received checks with first use dates for all months available;
- The first date to use the checks is after the client’s eligibility end date; or
- The client is no longer categorically eligible to receive checks
  - The first use date is past the date the PP client is six months postpartum
  - The first use date is past the date the BF client is one year postpartum
  - The first use date is past the date the client is five years old.

## Food Package Determination Screen

**Base Food Package**  
[Excl BF or Mostly BF/PG >1](#)

The Base Food Package name is a link to open the Food Package Determination Screen. The Food Package Determination screen displays the information that was used to determine the base food package.

Information displayed on the screen includes:

- Category
- Issuance Month
  - All Months = food package issued every month.
  - Odd Month = food package issued only in January, March, May, July, September and November.
  - Even Month = food package issued only in February, April, June, August, October and December.
- Age (Infants and Children only)
- Breastfeeding Status (Infants only)
- Pregnant with Multiples (PG only)
- For Breastfeeding Women only
  - Number of linked infants < 1 year old
  - Infant name
  - Infant age
  - Infant Breastfeeding Status

**Base Food Package Determination**

**Food Package Determination**

**7a - Excl BF or Mostly BF/PG >1**

Category: **BF**

Months (All, Odd, or Even): **All Months.**

# Linked Infants < 1 Year: **1**

**Corrine Carrot**

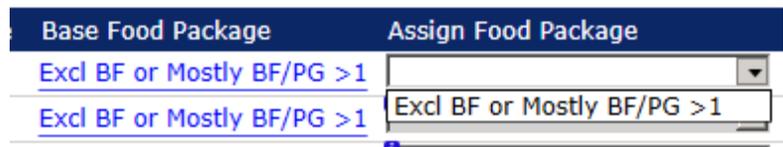
Age: **5 Months**

Breastfeeding Status: **Exclusively Breastfed**

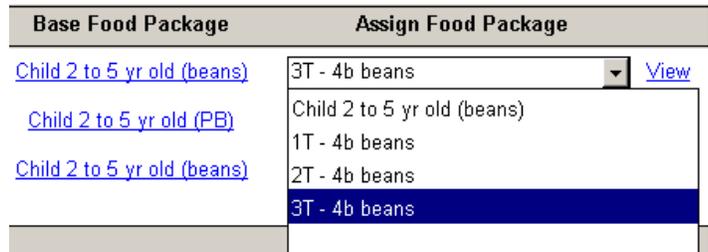
This screen should be reviewed when there is a question if the correct base food package is displaying. For instance, the mother is no longer breastfeeding but the base food package is Excl BF or Mostly BF/PG >1. The Food Package Determination screen shows that the infant is still marked as exclusively breastfeeding in the KWIC record. In that case, the infant's breastfeeding status on the KWIC Health Interview window needs to be updated so the appropriate base food package will show up for the mom.

### **Assign Food Package Dropdown Field**

The Assign Food Package dropdown field is blank when the screen is first opened. To reveal the food packages available to be selected, click on the drop-down arrow.



Carla has no tailored food packages so only the base appears. Any food packages have been tailored for the client will be listed under the base food package with a "T" for Tailored, as in this sample from a child.



Select the desired food package by clicking on the name for each available month. Hint: If there are multiple tailored food packages, use the View link to make sure the correct food package is selected. After you have the selected the food package for all available months, click the Save button to assign food package.

### **Last Issuance**



The Last Issuance box is at the bottom left of the Assign Food Package screen. The Last Issuance box displays the base food package name and first use date for the last set of checks issued to the client. The section contains a View link. Clicking the View link opens a separate window that lists all foods issued and how the foods were distributed over the checks.

Client's Age	
25 Years	C
25 Years	C
25 Years	C

## Feeding Summary Link / Feeding Summary Screen

Between the “Checks that Can Be Printed” and the Last Issuance” section is a link to the Feeding Summary Screen. The “Feeding Summary” screen provides a single location to review the various feeding information for infants and children < 24 months old **if they are linked to the mother in KWIC**. Feeding summary information will display for each infant/child < 24 months old that is linked to mother, e.g. twins. The Feeding Summary can also be accessed by selecting it from the Client Drop down menu.

[Feeding Summary](#)

Last Issuance [View](#)

Package

**Excl BF or Mostly B**

**Click on the Feeding Summary Link to see what displays for Carla.** In this example, Carla has an infant and child < 24 months old so both display.

<b>Carla Carrot</b>		<b>WIC Active BF</b>	
10357735	Gender Female	Cert. Period 02/27/2013 to 02/28/2014	Delivery Date 02/03/2013
DOB 11/24/1987, 25 Years		Priority 1	
« Feeding Summary »	Assign Food Package »	Notices »	»
Carla			

### Feeding Summary

[Change Category to PP](#)

<b>Corrine Carrot</b>	DOB 02/03/2013	5 Months	<a href="#">Mother is Carla Carrot</a>
Client ID 10358629	WIC	Category I	Status Active
			<a href="#">Update Feeding Information</a>
Breastfeeding Status	<b>Exclusively Breastfed</b>	Last Updated On	02/27/2013
Date Breastfeeding Stopped	00/00/0000		
Date Formula/Milk Introduced	00/00/0000		
Date Solids Introduced	00/00/0000		
Formula Name			
Formula Type			
Formula Consumed Per Day		ounces	

<b>Connie Carrot</b>	DOB 09/09/2011	1 Years 10 Months	<a href="#">Mother is Carla Carrot</a>
Client ID 10357958	WIC	Category C	Status Active
			<a href="#">Update Feeding Information</a>
Breastfeeding Status	<b>Stopped Breastfeeding</b>	Last Updated On	02/27/2013
Date Breastfeeding Stopped	07/15/2012		
Date Formula/Milk Introduced	09/09/2011		
Date Solids Introduced	03/16/2012		
Formula Name	<b>EnfaCare LIPIL</b>		
Formula Type	<b>Powdered</b>		
Formula Consumed Per Day	6	ounces	

Last Issuance [View](#)

Package **Child 12 to 24 mo old**

First Use **06/09/2013**

The Feeding Summary contains:

- A. Client header for the mother, including a link to change the mother’s delivered category, if appropriate.
- B. The client header for the infant/child
  - Information on the mother linked with the baby or child. Including a link to the Identify Mother screen if a change is needed.

- Link to Update Feeding Information. This link opens the Health Interview window if the feeding information needs changing.
- C. The most recent breastfeeding information from the Health Interview window, including the date the Breastfed Status was last updated.
- D. Last Issuance Box with link to view the food. This section on the window will be blank if the infant has never been issued a food package, including all exclusively breastfed infants less than 6 months old.

There is **no** Feeding Summary to view if:

- Child is over 24 months
- Mother and infant/child are not linked on the Identify Mother screen. (Completed as part of Certification or accessed from infant’s Demographics screen.)
- Linked mother and infant/child are in separate clinics or the mother was never on as a client herself.

**Retrieve Amanda Apricot** to see an example when the Feeding Summary is not available. Use Check Issuance drop-down to open Assign Food Package. Click the Feeding Summary link. Amanda is not linked with an infant or child less than 24 months, so this message appears instead of the Feeding Summary.

**Feeding Summary**

**There are no children < 2 years old in this group or linked to this woman.**

There is another situation when the Feeding Summary is not available. **It can occur if staff forget to link the infant to the mother on the infant’s Demographics window.** Staff can

correct this problem going to the Demographics window, clicking on the “No Information About Mother” link and linking the mother and child.

Client Information			
Client ID	<input type="text" value="10358842"/>	Local ID	<input type="text"/>
		Medicaid #	<input type="text"/>
Client Last Name	<input type="text" value="Thomsen"/>		First Name
Date of Birth	<input type="text" value="07/06/2013"/>	<input type="text" value="0 Months"/>	<input checked="" type="radio"/> Female <input type="radio"/> Male <input type="checkbox"/> Foster
<a href="#">Race and Ethnicity Needed</a>		<a href="#">No Information About Mother</a>	

**Skill Builder**

Assign Base Food Packages



Use the Carla Carrot group. Use the Check Issuance dropdown and open Assign Food Package. Assign the base food package for all available months for Carla and her baby, Corrine. Save.

# Printing Checks – Basics of the Check Pickup Window

## Objectives

Upon completion of this activity, the employee will be able to print checks for WIC clients.

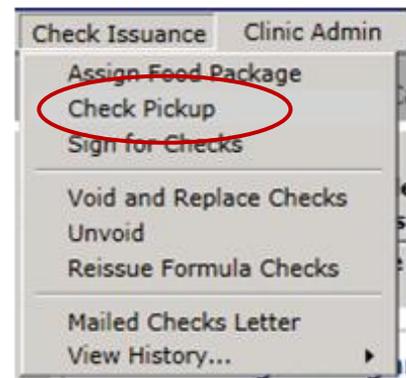
## Introduction

The Check Pickup window is used to print checks for each member of the group who is eligible to receive checks.

Checks can be printed for monthly, bi-monthly, or trimonthly issuance. Sometimes KWIC will limit issuance based on certain rules (e.g. proofs needed).

To access Check Pickup, select an **active** client and retrieve the client's record from the Find Client window. For this example, **retrieve the record of Carla Carrot**. (In the last Skill Builder you assigned the base food package for all available months for Carla and her baby, Corrine.)

Go to the Check Issuance dropdown menu and select Check Pickup. **Click along to see the actual screens and compare to the screen shots in the module. Remember that the dates will vary from what you see. This example was done January 6, 2015.**



## About the Check Pickup Window

A row for each member of the group displays. The first column on the left provides identifying information about the client. This column also includes a link to the **Assign Food Package** window, making it easy to change the client's Food Package from the Print Checks window.

The second column from the left provides check issuance information from the previous month. The last three columns provide important check issuance information for the current month and two months in the future for each client in the group.

View links allow you to quickly check what foods are on the checks.

**Carla Carrot** **WIC Active BF**  
 10357735 Gender Female Cert. Period **08/27/2015** to **08/31/2016**  
 DOB **05/24/1990, 25 Years** **Priority 1 HR** Deliver

[Print Checks](#) [Feeding Summary](#) [Assign Food Package](#) [Notices](#)  
 Carla Carla Carla Carla

Print Checks		December, 2015	January, 2016	February, 2016	March, 2016
<b>Carla Carrot</b> <a href="#">Assign Food Package</a>	BF	<b>Excl BF or Mostly BF/ PG &gt;1</b> Issued <b>12/09/2015</b> First Use <b>12/09/2015</b> <a href="#">View</a>	<b>Excl BF or Mostly BF/ PG</b> First Use <b>01/09/2016</b> <a href="#">View</a> 	<b>Excl BF or Mostly BF/ PG</b> First Use <b>02/09/2016</b> <a href="#">View</a> 	<b>Excl BF or Mostly BF/ PG</b> First Use <b>03/09/2016</b> <a href="#">View</a> 
<b>Carrie Carrot</b> <a href="#">Assign Food Package</a>	C	<b>Child 2 to 5 yr old (beans)</b> Issued <b>12/09/2015</b> First Use <b>12/09/2015</b> <a href="#">View</a>	Not WIC Eligible	Not WIC Eligible	Not WIC Eligible
<b>Connie Carrot</b> <a href="#">Assign Food Package</a>	C	<b>Child 12 to 24 mo old</b> Issued <b>12/09/2015</b> First Use <b>12/09/2015</b> <a href="#">View</a>	Food Package Not Valid	Food Package Not Valid	Not WIC Eligible
<b>Corrine Carrot</b> <a href="#">Assign Food Package</a>	I	Not Issued	Exclusively BF	<b>Fully Breastfed 6-9 mo old</b> First Use <b>02/06/2016</b> <a href="#">View</a> 	<b>Fully Breastfed 6-9 mo old</b> First Use <b>03/06/2016</b> <a href="#">View</a> 

**December, 2015**

**Excl BF or Mostly BF/ PG >1**  
Issued **12/09/2015**  
First Use **12/09/2015**  
[View](#)

If checks have already been issued for the month, pertinent information will display.

Other message might also display. For example:

**No Food Package Assignment**

The message “No Food Package” will appear if a food package has not been assigned for the month a client is eligible to receive checks. Click on the Assign FP and assign a food package for the client.

**Not WIC Eligible**

Client is not WIC eligible – e.g. their certification has ended.

Here are other messages that may display and a brief explanation.

- Not Issued - a food package was assigned, checks were not issued and can no longer be issued.
- No Proofs - past the one month period allowed for providing proofs. Proofs must be recorded before checks can be issued.

- Food Package Not Valid - client is no longer eligible for the assigned food package. A Package Change message pops up when an assigned food package is no longer appropriate.
- Exclusive BF - infant is exclusively breastfeeding and under 6 months of age.
- Not WIC Eligible - client doesn't have a current WIC Certification.

If a client is within 3 months of the eligibility end date, an End of WIC Eligibility letter is automatically printed when anyone in the group is issued checks. A notice pops up any time a letter is printed.

### BF Bonus Checkbox

The Breastfeeding Bonus checkbox is used to print a "breastfeeding bonus check" for a woman who:

1. Has already received checks for their PG certification for the month,
2. Has delivered and
3. Is now certified as exclusively breastfeeding.

The breastfeeding bonus check allows you to just provide the breastfeeding woman with the extra food not in the pregnant food package checks instead of trying to get back those checks and replacing with a full set of checks with a breastfeeding food package. Remember – the checkbox for the breastfeeding bonus check only appears if all three of the above criteria are met.

**View Checks - Adelyne Arpasi - \*BFBonus**

**Check 1**

- 1 half gallons Fat Free, Skim, 1/2%, 1% or 2% Milk
- 1 pound Cheese (8 or 16 oz packages)
- 1 dozen Large Eggs, grade AA or A
- 30 oz Light Chunk Tuna or Pink Salmon(5-15 oz containers)

Here is the content of the breastfeeding bonus check. It **cannot** be tailored, e.g. for lactose-free milk.

### Printing Checks

A Print checkbox will display for each month the client is eligible to receive checks and has a food package assigned. Click in the checkbox to select the desired months.



**Hint: Checking the Print checkbox in the last column on the right will automatically check the Print checkbox for the previous months.** This is a shortcut for issuing three months of checks for a client with just one mouse click.

Sometime WIC staff will choose to not issue all possible checks (e.g. client has an RD appointment next month so choose to just issue one month instead of three).

To see rules about check printing, especially how First Use dates are determined, see Appendix B, taken from KWIC Help.

To enable the Print Checks button, at least one month of checks must be selected.

You should have the Carrot family’s Check Pickup window open. Click on all the possible Print checkboxes for Carla, Connie, and Corrine. (Remember the short cut: **Checking the Print checkbox in the last column on the right will automatically check the Print checkbox for the previous months.**)

Click Print Checks. KWIC automatically:

- Prints checks for each client in the group for each month the Print checkbox is checked (simulated in the KWIC Online Training Environment).
- Displays the Check Results window, and
- Documents a Check Pickup contact in each client record,
- Documents the checks in Check Histories.



Congratulations - you’ve printed your first WIC checks!

Here is the Check Results window which confirms what you printed. Click Cancel to close.

**Carla Carrot**      **WIC Active BF**  
 10357735    Gender Female      Cert. Period 08/27/2015 to 08/31/2016      Delivery Date 08/03/2015  
 DOB 05/24/1990, 25 Years      Priority 1 HR

Print Checks Carla   
  Feeding Summary Carla   
  Assign Food Package Carla   
  Notices Carla

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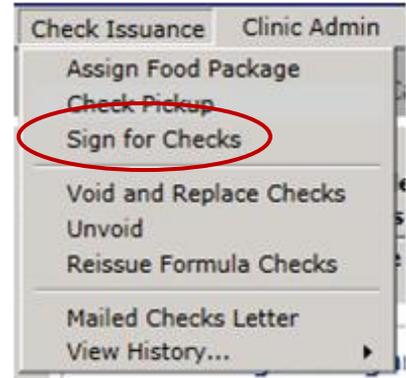
**Check Results** [View Print Checks](#)

The following Checks have been sent to the printer as requested:

Check	Client Name	Client ID	Food Package	Sequence/Month
1035297741	Carla Carrot	10357735	Excl BF or Mostly BF/PG	1, January, 2016
1035297742	Carla Carrot	10357735	Excl BF or Mostly BF/PG	2, January, 2016
1035297743	Carla Carrot	10357735	Excl BF or Mostly BF/PG	3, January, 2016
1035297744	Carla Carrot	10357735	Excl BF or Mostly BF/PG	4, January, 2016
1035297745	Carla Carrot	10357735	Excl BF or Mostly BF/PG	1, February, 2016
1035297746	Carla Carrot	10357735	Excl BF or Mostly BF/PG	2, February, 2016
1035297747	Carla Carrot	10357735	Excl BF or Mostly BF/PG	3, February, 2016
1035297748	Carla Carrot	10357735	Excl BF or Mostly BF/PG	4, February, 2016
1035297749	Carla Carrot	10357735	Excl BF or Mostly BF/PG	1, March, 2016
1035297750	Carla Carrot	10357735	Excl BF or Mostly BF/PG	2, March, 2016
1035297751	Carla Carrot	10357735	Excl BF or Mostly BF/PG	3, March, 2016
1035297752	Carla Carrot	10357735	Excl BF or Mostly BF/PG	4, March, 2016
1035297753	Corrine Carrot	10358629	Fully Breastfed 6-9 mo old	1, February, 2016
1035297754	Corrine Carrot	10358629	Fully Breastfed 6-9 mo old	2, February, 2016
1035297755	Corrine Carrot	10358629	Fully Breastfed 6-9 mo old	3, February, 2016
1035297756	Corrine Carrot	10358629	Fully Breastfed 6-9 mo old	4, February, 2016
1035297757	Corrine Carrot	10358629	Fully Breastfed 6-9 mo old	1, March, 2016
1035297758	Corrine Carrot	10358629	Fully Breastfed 6-9 mo old	2, March, 2016
1035297759	Corrine Carrot	10358629	Fully Breastfed 6-9 mo old	3, March, 2016
1035297760	Corrine Carrot	10358629	Fully Breastfed 6-9 mo old	4, March, 2016

## Signing for Checks

Finally, have the client sign for checks. Refer back to the “Getting Started” module for details about electronic signatures. Talk to your supervisor about clinic flow in your agency. Who normally prints checks? Who gives out the checks and has the client sign?



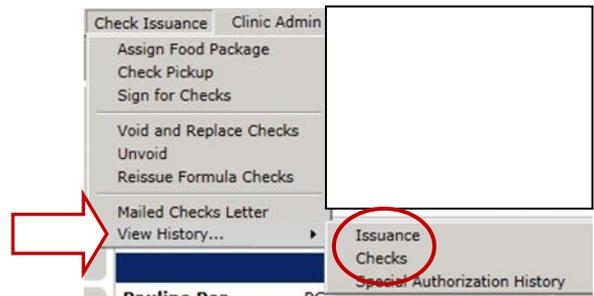
When you have clients use the electronic signature pad, don't forget to scroll down and actually see the electronic signature on the screen before you save.

In KWIC Online Training there is no electronic signature pad so you will not get to practice that task.

Close the Carrot family's KWIC record.

## Check Histories

There are two check history windows (Issuance and Checks). Both are located in the Check Issuance dropdown menu using “View History”.



Issuance - Information is displayed for **monthly sets** of checks.

- Issued By (Issuing Staff Person)
- Location
- Issued (issue date)
- First Use (first day to use)
- End Use (last day to use)
- Food Package
- View
- Source
- Void Date

<b>Issuance History</b>						
Check Issuance Records for <b>Carla Carrot</b> Client ID <b>10357735</b>						
Issued	First Use	End Use	Food Package		Source	Void Date
01/06/2016	03/09/2016	04/09/2016	Excl BF or Mostly BF/PG	<a href="#">View</a>	On Demand	
<small>Issued by 01 Train at Butler County WIC Clinic</small>						
01/06/2016	02/09/2016	03/09/2016	Excl BF or Mostly BF/PG	<a href="#">View</a>	On Demand	
<small>Issued by 01 Train at Butler County WIC Clinic</small>						
01/06/2016	01/09/2016	02/09/2016	Excl BF or Mostly BF/PG	<a href="#">View</a>	On Demand	
<small>Issued by 01 Train at Butler County WIC Clinic</small>						
12/09/2015	12/09/2015	01/09/2016	Excl BF or Mostly BF/PG >1	<a href="#">View</a>	On Demand	
<small>Issued by Cindy Jones at Butler County WIC Clinic</small>						

## Checks

The Check History window provides a complete history about **every check** printed for the selected client.

- Issued By (Issuing Staff Person)
- Location
- Issued (issue date)
- First Use (first day to use)
- End Use (last day to use)
- Check #
- Food Package
- Sequence
- Source
- Status
- Void Date
- Void Reason
- View Signature

<b>Check History</b>							
Check Records for <b>Carla Carrot</b> Client ID: <b>10357735</b>							
First Use	End Use	Check	Food Package	Seq	Source	Status	
<input type="checkbox"/> <b>Issued on 01/06/2016 by 01 Train at Butler County WIC Clinic</b>							
03/09/2016	04/09/2016	1035297752	Excl BF or Mostly BF/PG - 4	4	On Demand	Issued	<a href="#">View Signature</a>
03/09/2016	04/09/2016	1035297751	Excl BF or Mostly BF/PG - 4	3	On Demand	Issued	<a href="#">View Signature</a>
03/09/2016	04/09/2016	1035297750	Excl BF or Mostly BF/PG - 4	2	On Demand	Issued	<a href="#">View Signature</a>
03/09/2016	04/09/2016	1035297749	Excl BF or Mostly BF/PG - 4	1	On Demand	Issued	<a href="#">View Signature</a>
02/09/2016	03/09/2016	1035297748	Excl BF or Mostly BF/PG - 4	4	On Demand	Issued	<a href="#">View Signature</a>

## Skill Builder

### Check Pickup



1. Find Pauline Pea and retrieve the family record. Open Check Pickup.
  - a. Notice the different messages on the screen.
  - b. Use the Assign Food Package link to assign base food packages for all active group members. (Pierre, Patsy, Randy).
  - c. Use the View link to look at checks before printing for all three family members.
  - d. Print all available checks. (Click the checkboxes and Save.)
  - e. Open the Issuance and Check Histories and look at the information.
2. Find Alice Artichoke and retrieve the family record. Open Check Pickup.
  - a. Notice the different messages on the screen.
  - b. Print the Breastfeeding Bonus Check for Alice.
  - c. Use the Assign Food Package link to assign base food packages for all active group members for the remaining available months.
  - d. Use the View link to look at checks before printing.
  - e. Print all available checks.



In KWIC Online Training there is no electronic signature pad so you cannot practice this task. When you get into your real clinic, don't forget to have clients complete the electronic signature!

## Appendix A – Answers for Progress Checks

### Progress Check #1

False 1. The WIC food categories were selected to contribute to an overall diet that is consistent with established dietary recommendations, including support for breastfeeding.

True 2. A cereal must be both high iron and low sugar to be approved for WIC.

False 3.

4. Mark through the foods that are not WIC approved.

Baby Rice Cereal

~~Hot Pepper Cheese~~

~~Canned Carrots~~

~~Medium Eggs~~

General Mills Cheerios

Oil-Packed Tuna

Crunchy Peanut Butter

16 oz Package Sliced American Cheese

Dried Garbanzo Beans

~~Goat's Milk~~

~~Almond Milk~~

~~Hi C<sup>®</sup> Fruit Punch~~

~~Whole Grain Bread~~

~~6 oz Frozen Concentrated Orange Juice~~

~~Fried (Hard) Corn Tortillas~~

Bagged Fresh Spinach (not a salad kit)

The following items are not WIC approved for the reason stated.

- Hot Pepper Cheese – Cheeses must be unflavored.
- Canned Carrots – Fruits and Vegetables must be fresh.
- Medium Eggs – Eggs must be large.
- Goat's Milk – Milk must be cow's milk or soy.
- Almond Milk – Milk must be cow's milk or soy.
- Hi C<sup>®</sup> Fruit Punch - Juice must be both 100% juice and unsweetened.
- Whole Grain Bread – Bread must be “100% Whole wheat”.
- 6 oz Frozen Concentrated Orange Juice – Concentrate juice must be in 11-12 ounce containers.
- Fried (Hard) Corn Tortillas – Corn tortillas must be soft

**(Note:** The WIC Client Program Booklet includes some package size limitations that are not specified in this question.)

## Appendix B - Check Printing and Food Package Assignment Rules

(From Client Services Help)

- Checks can be printed for monthly, bi-monthly, or tri-monthly issuance.
- You must assign food packages and issue checks in order; you can't assign next month's food package until you have assigned this month's, or print next month's checks without printing this month's as well.
- For each client and for each month of issuance client records are checked to verify:
  - The client is [categorically eligible](#) to receive checks.
  - The client is eligible for the assigned food package.
  - The client's age on the first use date of each month's potential issuance.
  - The first use date is not past the date the PP client is six months postpartum.
  - The first use date is not past the date the BF client is one year postpartum.
  - The first use date is not past the date the client is five years old.
- The use dates of the last issued checks that have not been voided are verified to ensure the client's eligibility to receive checks (issuance eligibility). A client can only have one set of checks with a first use date in any given month.
- The [Issue Date](#) is automatically set to the current date.
- If checks have already been issued for the current month, issuance for the future months will have a first use date that corresponds to the first use date of the most recent issuance.
- If the client's most recent checks had a Last Date of Use that has passed, the First Date of Use of their next checks will be the current date (issue date).
- If the client does not have checks for the current month, the [First Date of Use](#) is set to the current date. If more than one month is printed, the First Date of Use on subsequent checks will be the same day in the following month. For example, trimonthly checks issued on May 5 will have First Date of Uses of May 5, June 5, and July 5.
- If the client has checks with a First Date of Use of May 5 and a [Last Use Date](#) of June 5 and checks are printed on June 1, the First Date of Use of the June checks will be June 1.

- The Last Use Date is usually the same day of the month following the First Date of Use **unless there are less than 30 days between**. In such cases the Last Use Date is 30 days from the First Date of Use and the next month's First Date of Use is the last day of the month.

If the First Day to Use is January 29, 30, or 31, the Last Day to Use is as follows:					
FIRST SET OF CHECKS		SECOND SET OF CHECKS		THIRD SET OF CHECKS	
First Date of Use	Last Use Date	First Date of Use	Last Use Date	First Date of Use	Last Use Date
Jan 29	Feb 28	Feb 28	Mar 28	Mar 28	Apr 28
Jan 30	Mar 1*	Feb 28	Mar 28	Mar 28	Apr 28
Jan 31	Mar 2*	Feb 28	Mar 28	Mar 28	Apr 28

\* Except in Leap Year when one day is added to the Last Use Date, and the First Date of Use for the next month is Feb 29.

- The Check ID number is assigned by the system.