



ISSUE DATE: 07/01/2025
TO: WIC Coordinators
FROM: Erin Lynch
OHA - Oregon WIC Program
SUBJECT: **WIC Policy Update 765**

MAJOR REVISIONS: *Policies with content changes that impact local agency functions. Please review all policies with major revisions.*

Policy 765 – Medical Documentation

- Added section 5.0: Medicaid is the first payor of medical formulas.
- Section 7.0: Updated the nutritionist role is to determine most appropriate food package. Addresses new food rule requirement for medical documentation for certain foods.
- Clarifies that WIC staff must receive either a written medical documentation form (MDF) or a verbal order from a health care provider before issuing a medical formula.
- Section 8.0: Clarifies requirement for retention of medical documentation forms whether in current or new data system.
- Section 10.0 Identifies that medical documentation may be initiated by telephone and that written MDF within two weeks of accepting a verbal order (medical documentation obtained by telephone).
- **Action needed:**
 - Review updated policy with CPAs and WIC Nutritionists.
 - Complete documentation that CPAs have reviewed and understand the updated policy. A sample documentation tracker is attached.
 - Submit documentation of policy review and understanding with agency's 2025 Nutrition Services Plan evaluation.

WIC policies can be viewed online at:

oregon.gov/OHA/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/wicpolicy.aspx

Call the state WIC office at 971-673-0040 if you have questions about this release.