

Job Aid: Special Food Package for Adults & Children

Who qualifies for a special food package?

This food package is for adults and children who have a documented qualifying condition that restricts them from consuming conventional foods or have inadequate intake to address their special nutritional needs and must be on a medical formula, as determined appropriate by the health care provider per medical documentation. Refer to Policies 760 and 769.

What is needed to issue a special food package?

1. Receive a completed medical documentation form (MDF) from the healthcare provider.
 - The CPA must obtain either a written MDF or a verbal order from the medical provider before the medical formula can be issued.
 - A written MDF must be received within 2 weeks of obtaining the verbal order. See Policy 765.
2. Refer to the WIC Nutritionist to review and approve MDF.
3. Discuss the food package with the participant and provide them with information about:
 - Food category maximums **and**
 - Tailoring options, **or**
 - Supplemental foods authorized by the healthcare provider in section C of the MDF.
4. Document discussions as Food Package Nutrition Education.
5. Offer shopper education for a new participant or offer assistance with shopping if a returning participant. Refer to policy 635.

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What has changed in the Special Food Package?

- The healthcare provider is required to determine supplemental foods in section C of the MDF, unless they request that the WIC Nutritionist tailor the participant's food package based on individual need and preference.
- If the healthcare provider **does not** defer to the WIC Nutritionist to determine supplemental foods, the participant can only receive the tailored food package that the healthcare provider authorizes in section C of the MDF.
 - Note: If section C is incomplete, it is acceptable to receive a verbal order for supplemental foods. Documentation must be included on the MDF and in the WIC Data System.
- Substitutions needing healthcare provider authorization (section C of MDF) for special food packages are listed below:
 - Omit milk, cheese, eggs, peanut butter, and/or other;
 - Infant cereal in place of breakfast cereal;
 - Jarred infant fruit and vegetable in place of fruit and vegetable benefit (FVB);
 - Note: the FVB may be customized and replace infant fruit and vegetables in partial amounts at a rate of \$1 = 6.25oz.
 - Plant-based alternatives (beans, nut and seed butters) for eggs;
 - Plant-based milk alternative for dairy milk;
 - Low/nonfat milk and yogurt for children 13-23 months;
 - Whole milk and yogurt for adults and children older than 23 months receiving formula from WIC or Medicaid (no exceptions).