

Division of Community Nutrition

<i>Subject:</i> Contract Formula Samples		<i>Policy:</i> FDS 03.1.1 - C
<i>Reference:</i> N / A	<i>Effective:</i> August 12, 2013	<i>Supersedes:</i> September 1, 2010

Policy:

The State WIC Office has established a monthly allotment of contract formula samples that shall be automatically distributed to each local agency. Local agencies that want to increase or decrease their monthly allotment shall contact the Contract Formula Vendor Liaison at the State WIC Office with justification for increase or decrease of monthly allotment and shall be approved by the State WIC Office Management Team.

I. Procedure(s):

A. Local agencies shall receive the following contract sample formulas from Abbott:

- 1) Similac Sensitive Isomil Soy
 - a. 12.4oz., powder
 - b. 13 fl. oz., concentrate
- 2) Similac Advance EarlyShield
 - a. 12.4oz., powder
 - b. 13 fl. oz., concentrate
- 3) Similac Sensitive
 - a. 12.6 oz., powder
 - b. 13 fl. oz., concentrate

B. Contract formula samples shall only be used:

- 1) On a trial basis to determine formula tolerance
- 2) For emergencies during natural or man-made disasters where access to the WIC site(s) is prohibited due to damage, unsafe conditions or disruption of public services
- 3) As an educational tool to teach parents / legal guardians or caretaker the correct brand, size, and method of preparation
- 4) For breastfeeding infants whose pattern of supplementation has changed after current month's food instrument has been issued and redeemed

C. Contract formula samples shall not be:

- 1) Given to exclusively breastfeeding women

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- 2) Given to applicants who have already received contract sample formula and have missed one or more appointments
 - 3) Distributed in nutrition education classes or used as an incentive to promote class attendance
 - 4) Given to replace formula on expired food instruments
 - 5) Distributed to local agency personnel
 - 6) Displayed in clinic areas
 - 7) Given in addition to the maximum allowable amount already received through food instruments
 - 8) Or given as a replacement for lost food instruments in accordance with FDS 04.7-C
- D. Formula that is within three months of the expiration date shall be issued from stock in accordance with FDS 03.2.3-C
- E. The local agency shall update the inventory of formula in Crossroads upon issuing contract infant formula samples.
- 1) The local agency shall update the inventory of formula monthly in Crossroads.
- F. Contact the Contract Formula Vendor Liaison at the State WIC Office to request a change in the amount of sample formula needed.
- G. Store contract sample formula where it is not visible in the clinic area or to participants.