

Division of Community Nutrition		
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<i>Subject:</i> Special Needs Formula Issuance and Inventory		<i>Policy:</i> FDS 03.2.1-C
<i>Reference:</i> N / A	<i>Effective:</i> August 12, 2013	<i>Supersedes:</i> July 5, 2006

I. Policy:

The local agency shall record any transaction of special formula on the Special Needs Formula Inventory Worksheet, the WIC-405C shall be used to complete the Special Formula Monthly Inventory Log, WIC-406C. Expired formula shall be discarded according to the local agency's procedure for disposing of physical materials.

II. Procedure:

- A. Special Formula Inventory Worksheet (WIC-405C)
 - 1) Upon receiving or distributing special formula, the WIC personnel shall complete an entry on the form. A new WIC-405 shall be started each month.
- B. Special Formula Monthly Inventory Log (WIC-406C)
 - 1) The WIC Coordinator or designee shall complete the WIC-406C at the end of each month. The WIC-405C shall be used to complete this form.
- C. The local agency shall file the both the WIC-405C and the WIC-406C in chronological order in a central location in each WIC clinic.
- D. The local agency shall follow the procedure for disposing of physical materials.