

Division of Community Nutrition

<i>Subject:</i> Prorating of Food Prescriptions		<i>Policy:</i> FDS 04.4 - C
<i>Reference:</i> N / A	<i>Effective:</i> August 12, 2013	<i>Supersedes:</i> June 15, 2011

I. Policy:

Food prescriptions that are not claimed by the “family pick up date” shall be automatically prorated.

II. Procedure:

A. Women and Children

- 1) Food benefits that are not claimed within seven (7) days after the established family pick up date shall be automatically prorated.
 - a. The “first date to spend” listed on the shopping list is dictated by the “family pick up date”
- 2) The food prescription shall be further prorated by the system if they are picked up more than twenty (20) days after the family pick up date

B. Infant Formula

- 1) Both special and contract formulas shall be prorated based on the number of days late and the average number of cans per day in a food package.
- 2) Proration is based on the following equation:
 - a. $\text{Can Loss} = (\# \text{ of cans in package} / \text{number of days in a month}) * \# \text{ of days late}$
 - b. Result of the calculation is always rounded (truncated) to the nearest whole number