

**Special Infant Formula
Acknowledgment Form
WIC – 388C**

Purpose: To gain acknowledgement and agreement from WIC parents / legal guardians / caretakers that they are receiving formula from a surplus supply that is available directly from the local agency or another clinic in the district.

Reference: FDS. 3.2.2-C

Procedure: Complete the form as follows:

1. **Parent / Legal Guardian / Caretaker name-** Print the name of the parent / legal guardian or caretaker's name.
2. **WIC participant name-** Print the name of the WIC participant.
3. **Parent / Legal Guardian / Caretaker signature-** Parent / legal guardian or caretaker shall sign the acknowledgment form.
4. **WIC ID Number-** Enter the participant's WIC ID number.
5. **Special Infant Formula-** Enter the name of the special infant formula that the participant shall receive from the surplus stock.
6. **Date-** Enter the date the surplus stock special infant formula is issued.

Issuance: When surplus stock special infant formula is provided by a local agency to a WIC participant.

Disposition: Maintain in participant's file

Retention: Follow Record and Retention Policy (ADM 11.0-C)

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**Surplus Stock Special Infant Formula
Acknowledgement Form**

I, _____, as the parent /
(Print WIC participant name)
legal guardian or caretaker of _____,
a Virginia WIC participant, do acknowledge and accept that I am
receiving Special Infant Formula directly from my local WIC
agency. I understand that the formula is from a surplus amount
that was available from my clinic or another clinic in my district.

Parent / Legal Guardian / Caretaker's Signature: _____

WIC ID Number: _____

Special Infant Formula: _____

Date: _____