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. Can Loss = (# of cans in package/number of days in a month) * # of days late
   
b. Result of the calculation is always rounded (truncated) to the nearest whole number