

## Division of Community Nutrition

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

### 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