

Damaged / Breakage or Outdated Report for Special Formula WIC-394

Purpose: To report Damaged / Breakage or Outdated special formula. This form must be submitted with the Special Formula Replacement Form WIC-397.

Reference: FDS 03.2.2

Procedure: Complete the form as follows:

1. **Local Agency / Site Name** – Enter the local agency site name from the original special formula order request.
2. **Contact Person** – Enter the name of the site contact person who will be able to answer questions concerning the order.
3. **Address** – Enter the address of local agency from the original special formula order.
4. **Site Code (4 digit)** – Enter the state assigned local agency Crossroads site number.
5. **Participant Name, Participant ID** – Enter the participant name and ID as listed on the original special formula order request.
6. Check box if received damaged / broken or outdated.
7. **Product** – Enter name of special formula
8. **Type** – check box for type of product.
9. **Size** – Enter the container size of special formula received.
10. **Quantity** – Enter the total quantity damaged / broken or outdated.

Damage / Breakage / Outdated Report for Special Formula

Date:

To: CAP of Lancaster County
Attn: Special formula Distribution Center
601 South Queen Street
P.O. Box 599
Lancaster, PA 17608 – 0599

From:

Site Name:	
Contact Name:	
Address:	
City	
State	
Zip	
Site Code:	

The following special formula for:

Participant Name	Participant ID:

Received damaged / broken

Outdated

Product:

Type: **CONC** **RTF** **PWDR**

Size:

Quantity:

This product has been destroyed / discarded.

A request for replacement formula:

has been submitted

will not be submitted