

Local Agency Formula and Nutritional Disposal Log WIC-406

Purpose: To document Local Agency disposal of all formula and nutritionals that are not eligible to be donated to local food assistance programs.

Reference: FDS 03.2.1

Procedure: Complete the form as follows.

1. **WIC Clinic:** Enter the name of the WIC Clinic.
2. **Federal Fiscal Year:** Enter the Federal Fiscal Year in which this form is being completed. Federal Fiscal Years run from October 1st to September 30th.
3. **Month:** Enter the month in which the form is being completed. Each month of the year should have a form printed and signed even if there were no formula/nutritionals disposed.
4. **Disposal Date:** Enter the date on which the formula/nutritional was disposed.
5. **Formula/Nutritional Name, Form, and Flavor:** Enter the name of the formula/nutritional that was disposed. Enter the form (powder, concentrate, or RTF) as applicable.
6. **Disposal Amount:** Enter the number of containers of the formula/nutritional that was disposed.
7. **Disposal Reason:** Enter the code indicating the reason the formula/nutritional was disposed. *Disposal reasons include: (1) Product type not approved for donation; (2) Expired; (3) Damaged; or (4) Donation location not available.*
8. **Staff Initials:** The WIC staff member who physically disposes of the formula/nutritional shall document his/her initials.
9. **WIC Coordinator / Site Supervisor:** Within 5 business days of the end of each month, the WIC Coordinator shall review and sign the Local Agency Formula and Nutritional Donation Log (WIC-405) to ensure that the all formula/nutritionals have been appropriately disposed.
10. **Date:** The WIC Coordinator shall provide the date on which the form was reviewed and signed.

Retention: Forms shall be maintained in accordance with policy ADM 11.0.

**Local Agency Formula and Nutritional Disposal Log
WIC-406**

WIC Clinic Name: _____ **Federal Fiscal Year:** _____ **Month:** _____

Disposal Date	Formula/Nutritional Name, Form, and Flavor	Disposal Amount	Disposal Reason (See codes below)	Staff Initials

Disposal Codes: (1) Product type not approved for donation (2) Expired (3) Damaged (4) Donation location not available

WIC Coordinator / Site Supervisor Signature: _____ **Date:** _____