



Memorandum

#14-142

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: December 5, 2014

SUBJECT: Food Package 685 – Instructions for Issuance

Food package “685 Rx More Formula Only”, for infants 6 through 11 months of age who are unable to eat baby food, is now available for issuance. Please keep the following instructions available for reference when issuing this food package:

- 1) Use Food package 685 for any standard (contract or non-contract milk or soy based formula) or exempt (special formula for medical or dietary conditions) formula requested when the HCP selects ”no baby food” after 6 month of age on the medical request form. Do not issue food package 454 even for participants using exempt formulas as this food package will eventually be discontinued.
- 2) First time formula recipients or other participants without benefits in hand – can be issued food package 685 for the current benefit month.
- 3) Participants with benefits in hand – cannot be issued food package 685 for the current month if formula was previously issued to the card.

How to change to food package 685 when participant will continue on the same formula issued:

- a. First, void and replace the future benefits.
- b. When food package 685 is issued, the infant formula feeding plan will display and the new increased formula amounts will appear in the default row.
 - i. Press F5 to auto-populate the bottom row with the maximum amount allowed.
 - ii. **Do not press tab** – if you do, the amounts on the bottom row will remain the same as they were with the previously issued food package and will not be correct.
- c. If formula was issued to the card for a future month, use the formula exchange module to increase the formula amount for each month separately. Check the shopping list to be sure the amount was properly changed.

Example: Food package 453 was issued for December, January and February for a client receiving Similac Advance powder (formula code 414). The infant is 7 months old, tube fed and has a prescription requesting that no foods be issued.

- a. Change the food package to 685 and void/replace January and February benefits.
- b. December benefits cannot be changed.
- c. When the infant formula feeding plan displays, press F5 to auto-populate March and future benefits with 10 cans.
- d. Go into the formula exchange module to increase the amount of formula from 7 cans to 10 for the benefit months of January and February.

- e. Reminder: Maximum amounts for other formulas may be different from the 10 and 7 used in this example.

If you have any questions, please contact Sandra Brown, Food/Formula Specialist, Nutrition Education/Clinic Services Unit, at 512-341-4576, or, Sandra.brown@dshs.state.tx.us, or Cathy Plyler, Clinical Nutrition Specialist, Nutrition Education/Clinic Services Unit, at 512-341-4574, or cathy.plyler@dshs.state.tx.us.