



Memorandum

#12-111

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: October 10, 2012

SUBJECT: Update on Revised *Returned Formula Logs*

Below are responses to frequently asked questions regarding the recently revised *Returned Formula Logs*.

1. **When do we need to start using the new formula logs?**
Transition to the revised *Returned Formula Logs* will begin during October 2012.
2. **Is use of the state forms mandatory?**
Yes, all Local Agencies must use the designated state-developed formula logs.
3. **Where can I find the new forms and which ones do we use?**
 - Currently, only the *WIC-52-Returned Contract Formula Log* is available for ordering from the WIC catalog. The *WIC-52* form is used to track returned contract formula and the contract formula names are printed on the form.
 - The *F-13-06-13968-Returned Formula Log* is in the printing process and will be posted to the WIC catalog for ordering/downloading in the near future. This form is to be used to track all other formulas that are non-contract. Formula names are to be written on this form.
 - The *EF13-06-13969-Returned Formula Log Alternative Version* will be posted only on the WIC website. This log is a combination of both of the forms above. It is to be used to record contract formula and space is provided to add other formulas.
 - For your convenience, copies of each of the three *Returned Formula Logs* mentioned above are attached to this memo. In addition, the *Returned Formula Logs* will be posted to the WIC Nutrition Education Formula web page the near future.

4. **When are the Returned Formula Log trainings going to be presented?**

The training on the formula logs will be part of the Formula Updates 2012 scheduled for November 1 and 15, 2012.

If you have any questions or require additional information, please contact Cathy Plyler, Clinical Nutrition Specialist, Nutrition Education/Clinic Services Unit, at (512) 341-4577 or cathy.plyler@dshs.state.tx.us, or Sandra Brown, Food/Formula Specialist, Nutrition Education/Clinic Services Unit, at (512)341-4576 or sandra.brown@dshs.state.tx.us.

Returned Contract Formula Log

LA/Site No. _____

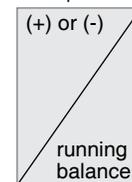
Year _____

Date	Name of Formula Recipient <i>Parent/Guardian Signature in yellow box</i>	Formula Exchange Screen Printed	Reason code	Staff Initials	Advance		Sensitive		Spit-Up		GS Soy		Expiration Dates (comments on reverse side)
					PWD	CON	PWD	CON	PWD	RTU	PWD	CON	
Beginning Balance on Hand													
	<i>Printed Name:</i>	<input type="checkbox"/> Yes			*								
	<i>Signature:</i>	<input type="checkbox"/> No [†]											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes											
	<i>Signature:</i>	<input type="checkbox"/> No [†]											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes											
	<i>Signature:</i>	<input type="checkbox"/> No [†]											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes											
	<i>Signature:</i>	<input type="checkbox"/> No [†]											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes											
	<i>Signature:</i>	<input type="checkbox"/> No [†]											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes											
	<i>Signature:</i>	<input type="checkbox"/> No [†]											
	Ending Balance												
	Physical Count												

[†] If not printed, write formulas exchanged and the quantities on reverse side of this log (FD:19.0). This information is important for tracking and reconciling formula exchanges.

- REASON CODES:**
- 1-Exchange:** changing formulas; old formula being returned and/or new formula being issued from inventory
 - 2-Issued in lieu of benefits on card:** formula is not changing and some quantity of formula is issued out of returned inventory instead of being issued to card
 - 3-Formula sent to/received from another LA or clinic:** formula is to be shipped to or received from another site or LA
 - 4-Participant no longer using:** WIC purchased formula is returned to the clinic but is not exchanged for another formula
 - 5-Exception with state approval:** issued out for other reasons as requested by SA staff (document on reverse side)
 - D-Damaged:** formula damaged while in storage; formula being returned during an exchange transaction (document on reverse side)
 - E-Expired:** unused formula stored in clinic or drop-shipped. Drop-shipped formula requires SA notification before being destroyed. (document on reverse side)

*Example



Returned Formula Log

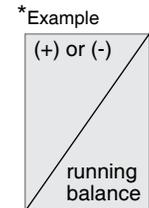
LA/Site No. _____

Year _____

Date	Name of Formula Recipient <i>Parent/Guardian Signature in pink box</i>	Formula Exchange Screen Printed	Reason code	Staff Initials							Expiration Dates (comments on reverse side)
Beginning Balance on Hand											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes			*						
	<i>Signature:</i>	<input type="checkbox"/> No [†]									
	<i>Printed Name:</i>	<input type="checkbox"/> Yes									
	<i>Signature:</i>	<input type="checkbox"/> No [†]									
	<i>Printed Name:</i>	<input type="checkbox"/> Yes									
	<i>Signature:</i>	<input type="checkbox"/> No [†]									
	<i>Printed Name:</i>	<input type="checkbox"/> Yes									
	<i>Signature:</i>	<input type="checkbox"/> No [†]									
	<i>Printed Name:</i>	<input type="checkbox"/> Yes									
	<i>Signature:</i>	<input type="checkbox"/> No [†]									
	<i>Printed Name:</i>	<input type="checkbox"/> Yes									
	<i>Signature:</i>	<input type="checkbox"/> No [†]									
	<i>Printed Name:</i>	<input type="checkbox"/> Yes									
	<i>Signature:</i>	<input type="checkbox"/> No [†]									
	Ending Balance										
	Physical Count										

[†] If not printed, write formulas exchanged and the quantities on reverse side of this log (FD:19.0). This information is important for tracking and reconciling formula exchanges.

- REASON CODES:**
- 1-Exchange:** changing formulas; old formula being returned and/or new formula being issued from inventory
 - 2-Issued in lieu of benefits on card:** formula is not changing and some quantity of formula is issued out of returned inventory instead of being issued to card
 - 3-Formula sent to/received from another LA or clinic:** formula is to be shipped to or received from another site or LA
 - 4-Participant no longer using:** WIC purchased formula is returned to the clinic but is not exchanged for another formula
 - 5-Exception with state approval:** issued out for other reasons as requested by SA staff (document on reverse side)
 - D-Damaged:** formula damaged while in storage; formula being returned during an exchange transaction (document on reverse side)
 - E-Expired:** unused formula stored in clinic or drop-shipped. Drop-shipped formula requires SA notification before being destroyed. (document on reverse side)



Returned Formula Log Alternative Version

(OPTIONAL)

LA/Site No. _____

Year _____

Date	Name of Formula Recipient <i>Parent/Guardian Signature in the shaded box</i>	Formula Exchange Screen Printed	Reason Code	Staff Initials	Advance		Sensitive		Spit-Up		GS Soy						Expiration Dates (comments on reverse side)	
					PWD	CON	PWD	CON	PWD	RTU	PWD	CON						
Beginning Balance on Hand																		
	<i>Printed Name:</i>	<input type="checkbox"/> Yes			*													
	<i>Signature:</i>	<input type="checkbox"/> No [†]																
	<i>Printed Name:</i>	<input type="checkbox"/> Yes																
	<i>Signature:</i>	<input type="checkbox"/> No [†]																
	<i>Printed Name:</i>	<input type="checkbox"/> Yes																
	<i>Signature:</i>	<input type="checkbox"/> No [†]																
	<i>Printed Name:</i>	<input type="checkbox"/> Yes																
	<i>Signature:</i>	<input type="checkbox"/> No [†]																
	<i>Printed Name:</i>	<input type="checkbox"/> Yes																
	<i>Signature:</i>	<input type="checkbox"/> No [†]																
	<i>Printed Name:</i>	<input type="checkbox"/> Yes																
	<i>Signature:</i>	<input type="checkbox"/> No [†]																
	<i>Printed Name:</i>	<input type="checkbox"/> Yes																
	<i>Signature:</i>	<input type="checkbox"/> No [†]																
	Ending Balance																	
	Physical Count																	

[†] If not printed, write formulas exchanged and the quantities on reverse side of this log (FD:19.0). This information is important for tracking and reconciling formula exchanges.

REASON CODES: **1-Exchange:** changing formulas; old formula being returned and/or new formula being issued from inventory

2-Issued in lieu of benefits on card: formula is not changing and some quantity of formula is issued out of returned inventory instead of being issued to card

3-Formula sent to/received from another LA or clinic: formula is to be shipped to or received from another site or LA

4-Participant no longer using: WIC purchased formula is returned to the clinic but is not exchanged for another formula

5-Exception with state approval: issued out for other reasons as requested by SA staff (document on reverse side)

D-Damaged: formula damaged while in storage; formula being returned during an exchange transaction (document on reverse side)

E-Expired: unused formula stored in clinic or drop-shipped. Drop-shipped formula requires SA notification before being destroyed (document on reverse side)

*Example



