

Supplemental Food & Delivery

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Section 1 Food Distribution

1. General (Effective: May 2021)

- A. The State of Illinois maintains a uniform statewide retail food delivery system. The Department is ultimately responsible for determining the food distribution system that most efficiently and effectively serves the local needs.
- B. Food benefits are provided via WIC EBT cards issued to eligible WIC participants by way of the WIC MIS. These benefits may be redeemed by either of two methods:
 - 1) retail delivery utilizing authorized WIC vendors (food retailers) throughout the State
 - 2) WIC Food and Nutrition Centers (WFNC) in the city of Chicago.
 - a) The Department, through a grant agreement with Catholic Charities of Chicago, operates the Food and Nutrition Centers to ensure access to WIC foods, particularly food deserts, as well as offering additional services.
- C. All WIC foods are provided free of charge to WIC participants.
- D. The WIC Cash Value Benefit (CVB) is designed to allow any combination of authorized fresh, frozen or canned fruits or vegetables in quantities up to the allowed benefit.
 - 1) When using CVB's at the retail vendor:
 - a) Participants may pay the difference if the dollar amount of the fruits and vegetables exceeds the maximum value of the CVB.
 - b) Participants may not accept change from CVB transactions.
 - 2) When using the CVB at the WFNC fruit/vegetable purchases have no mark-up and are packaged in even dollar amounts, thus participants are not able to pay over the CVB amount available.
- E. Upon redemption by participants, the WIC EBT processor confirms the benefits and pays the authorized vendor.

Addendum: WIC Food and Nutrition Center Program

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Section 2 Establishing Benefit Delivery

1. WIC Households (Effective: May 2021)

- A. Each Family Unit must have a Head of Household.
 - 1. The Head of Household is the person responsible for attending WIC appointments, participating in nutrition education, redeeming WIC benefits and is considered the primary WIC EBT cardholder.
 - 2. The name, date of birth and zip code of the Head of Household are linked to the WIC EBT card.
- B. WIC Head of Household Assignment
 - 1. Pregnant or Breastfeeding/Non-Breastfeeding Postpartum Woman - The woman will serve as the Head of Household for herself.
 - 2. Child or Infant - The child or infant must be added under the enrolling parent, guardian or caretaker with whom he or she resides the majority of the time.
 - 3. Foster Children – A family unit of one and added under the assigned foster parent, who will be entered in the WIC MIS as the Head of Household.
 - a. A foster parent with multiple foster children will be the head of household for each child
 - b. Each child will have their own individual EBT card
 - 4. Household and participant identification numbers are generated by the WIC MIS.

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Section 2 Establishing Benefit Delivery

2. Proxy & Designated Shoppers (Effective: May 2021)

- A. Electronic benefits allow the Head of Household (HOH) to have trusted friends and family members go to the WIC office and shop for them. They may choose to have both a proxy and designated shoppers, whose roles are described below.
1. Proxies
 - a. The Head of Household must be informed at the certification visit of the right to a proxy and of the proxy responsibilities:
 - (1) Attend mid-certification visits and secondary nutrition education sessions;
 - (a) A proxy has the same obligation to attend nutrition education sessions as the head of household.
 - (2) Obtain a replacement WIC EBT card for the Head of Household
 - b. Prior to receiving service at a local agency, including issuance of food benefits, the proxy must show identification
 - (1) One proxy may be authorized during the certification period and their name entered into the WIC MIS and on the WIC ID Card:
 - (2) They should be:
 - (a) At least 18 years of age, or a reliable person designated by the Head of Household;
 - (b) Dependable for the duration of the certification period.
 - c. Proxy must follow the instructions for using the WIC EBT card and the Head of Household is responsible for proper use of WIC food benefits.
 - d. When a participant wishes to change proxy mid-certification:
 - (1) A WIC proxy change authorization form must be:
 - (a) completed in person, including full signature of the Head of Household;
 - (b) scanned into the WIC MIS;
 - (2) Proxy field must be updated in the WIC MIS;
 - (3) A new Illinois WIC ID Card may need to be issued to ensure information is correct.
 2. "Designated Shopper" means any person, including the proxy, the Head of Household allows access to both the WIC EBT card and the PIN number. A Designated Shopper cannot be issued a new WIC EBT card or attend nutrition education sessions in place of the Head of Household.

Addendum: Proxy Change Authorization Form

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Section 2 Establishing Benefit Delivery

3. **WIC EBT Card Issuance (Effective: May 2021)**

- A. To ensure card security only a Head of Household (HOH) may be issued the initial WIC EBT card and assign the Personal Identification Number (PIN) to the card.
 - 1. The HOH should set the PIN at the time of card issuance to ensure they are able to successfully set the PIN and therefore access benefits.
 - 2. WIC EBT Cards must not be preassigned.

- B. At the time of issuance, the HOH must be educated on the proper use of the EBT card, including:
 - 1. How to assign the PIN
 - 2. What to do when they forget the PIN
 - 3. How to use the card at the store
 - 4. Importance of bringing the EBT card to all appointments
 - 5. Educating the proxy and designated shopper on use of the card
 - 6. Keeping the card safe
 - 7. How to report a card that is lost, stolen or damaged
 - 8. How to place a card on hold
 - 9. WIC will not replace any food benefits used improperly or not made available to the Head of Household by the proxy or designated shopper.

- C. Card Set up
 - 1. A PIN is a four-digit number the HOH assigns to the WIC EBT card to obtain and transact food purchases.
 - a. Local agency staff should never ask a participant for their PIN or establish the PIN for them;
 - b. Entering the PIN is required at the time of benefit transaction.
 - c. The person purchasing the WIC benefits is allowed four attempts at PIN entry before the card is locked.
 - (1) The PIN can be changed prior to midnight
 - (2) If the PIN is not reset, it will automatically be unlocked at midnight

Addendum: Using Your Illinois eWIC Card

Addendum: Bnft App for Illinois eWIC

- D. Use and Misuse of Card
 - 1. The Head of Household is responsible for the proper use of the food benefits received and is liable for any resulting sanctions. (IL WIC PPM CS 14.1)

- E. Distribution of WIC EBT cards by mail, home delivery, or special pick up will require Department approval. Such requests must be submitted to the Department in writing.

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Section 3 Card Management

1. Lost, Stolen or Damaged WIC EBT Cards (Effective: May 2021)

A. Replacing Issued WIC EBT Cards

1. WIC EBT cards reported lost, stolen, damaged or destroyed after issuance must be replaced within 7 business days of report in the WIC MIS and documented on the Issued eWIC Card Tracking Log.
2. Local agency staff will be responsible for replacing WIC EBT cards in the WIC MIS after staff have verified the Head of Household's name, date of birth and zip code.
3. WIC EBT Cards will be replaced by the local agency. The Personal Identification Number (PIN) and any remaining issued benefits assigned to the previous card will transfer to the replacement card.
4. The Head of Household or proxy must come to the clinic to receive the replacement card. The card must not be issued prior to the HOH or proxy being in the clinic.
5. HOH or proxy must be informed that only remaining benefits will be replaced. Benefits used by unauthorized users will not be replaced.
6. Damaged cards returned to the local agency must be documented and destroyed per addendum guidance.
7. The HOH or proxy must be re-educated on the proper use and sharing of the WIC EBT card outlined in the WIC EBT Card Issuance Policy (IL WIC PPM SFD 2.3).

Addendum: Program Practice Standard (PPS) - eWIC Card Management

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Section 3 Card Management

2. EBT Card Controls (Effective: May 2021)

- A. EBT Card Controls by the Department
 - 1. The Department will monitor the security of WIC EBT Cards regardless of status.
 - 2. WIC EBT cards will be tracked by the WIC MIS and EBT processor.
 - 3. Multiple tools and reports will be used to monitor inappropriate use of inactivated and activated cards.

- B. EBT Card Controls by the Local Agency
 - 1. Blocks of sequentially numbered cards are shipped to the Local Agency for issuance to the Head of Household.
 - 2. Local agencies are responsible for accurately accounting for the agency's WIC EBT card inventory daily through the following actions:
 - a. Maintaining a secure, locked area (safe, limited-access closet, etc.) for holding unissued WIC EBT cards after receipt, during issuance, and during transportation from one site to another. Only the Site Supervisor and one assistant should have access to the storage area.
 - b. Entering the card ranges into the WIC MIS the day they are delivered and on the eWIC Card Shipment Log.
 - c. Keeping the Manifest Report which accompanies the card shipment on file.
 - d. Maintaining a log of WIC EBT card stock that is removed from inventory and distributed to issuing staff.
 - (1) The first and last card stock number distributed to each staff person must be verified and documented on the Daily eWIC Card Stock Log at the start and end of each EBT card issuance day.
 - e. Unissued WIC EBT cards that are unusable must be documented in the WIC MIS and the Unissued eWIC Card Tracking Log.
 - (1) Card log must include:
 - (a) The date
 - (b) Card number
 - (c) Reason
 - (d) Staff initials
 - (2) Reasons may include:
 - (a) Damaged in shipping
 - (b) Damaged in storage
 - f. The Unissued eWIC Card Tracking Log must be retained for review upon request.

- C. Contract language specifies Local Agencies are fiscally responsible for proper issuance and accountability of the EBT cards assigned to the agency and any clinics. This includes food funds being lost for any of the reasons listed below and which are subsequently paid by the Department's contract bank.
 - 1. Theft
 - 2. Embezzlement or unexplained causes
 - 3. Misuse of WIC EBT cards

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Section 3 Card Management

- D. To effectively deal with unissued lost or stolen EBT cards the following actions must be taken immediately by the Local Agency:
 - 1. Report to the Department within twenty-four (24) hours, by telephone, details of the occurrence and EBT card number(s) for guidance.

Supplemental Food

Section 4: Authorized WIC Foods

1. Authorized WIC Foods (Effective: May 2021)

- A. Food authorized for purchase with the Electronic Benefit Transfer (EBT) card in the State of Illinois shall be limited to those allowed by Federal Regulations (7 CFR 246) and listed on the Illinois Authorized WIC Food List. These foods must meet the definition for supplemental foods set by the Child Nutrition Act P.L. 108-269.
- B. The Illinois Authorized WIC Food List identifies the only foods that may be purchased with the EBT card.
1. Additions to this list may be made once each year. See IL WIC PPM SFD 4.2 for more information.
- C. The Illinois WIC foods have been selected based on nutrient content criteria established by Federal Regulation and Department specification. The following table identifies the minimum standards that each food must meet in order to be approved for distribution to WIC participants.

Product	Minimum Standards
Breakfast Cereal (hot or cold)	<p>As defined by the FDA in 21 CFR 170.3(n)(4) for ready to eat and instant or regular hot cereals</p> <p>At least ½ of the cereals must:</p> <p>Have whole grain as the primary ingredient by weight AND meet labeling requirements for making a health claim as a “whole grain food with moderate fat content”:</p> <ul style="list-style-type: none"> – contain ≥51% whole grains (using dietary fiber as the indicator) – low saturated fat (≤ 1-gram saturated fat per RACC*) & “low cholesterol (≤20 mg cholesterol per RACC*) – bear quantitative trans-fat labeling – contain ≤6.5 g total fat per RACC and, ≤0.5 g trans-fat per RACC <p>All cereals must:</p> <ul style="list-style-type: none"> – contain a minimum of 28 mg Iron/100 gm dry cereal (45% of USRDA iron/1oz. serving) – contain ≤21.2 g sucrose and other sugars per 100 g dry cereal (≤6 g per dry oz) <p>*RACC - reference amount customarily consumed</p>
Cheese	<p>Domestic cheese made from 100% pasteurized milk.</p> <p>Must conform to FDA standard of identity (21 CFR 133)</p> <p>May be low sodium, low fat, or low cholesterol</p>

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Section 4: Authorized WIC Foods

Product	Minimum Standards
Fruit and Vegetables: Fresh (continued)	Not Allowed: Herbs and spices Creamed or sauced vegetables Mixed vegetables containing noodles, nuts or sauce packets Vegetable-grain (pasta or rice) mixtures Fruit-nut mixtures Breaded vegetables and French fries, hash browns, tater tots, other shaped potatoes Fruits/Vegetables for purchase on salad bars Peanuts or other nuts Ornamental and decorative items such as gourds, items on a string Fruit baskets and party trays Edible blossoms and flowers Foods containing fruits such as blueberry muffins or other baked goods Home canned and home-preserved fruits and vegetables Catsup or other condiments Pickled vegetables Olives Soups Fruit leathers or fruit roll-ups Juices (juice is provided in a separate food WIC category)
Juice	Must be pasteurized 100% unsweetened fruit/vegetable juice or blends of these juices. Fruit juice must conform to FDA standard of identity (21 CFR part 146). Vegetable juice must conform to FDA standard of identity (21 CFR part 156) and may be regular or lower in sodium. Must contain at least 30 mg of vitamin C per 100 mL of juice Allowed juice forms include frozen concentrates and shelf-stable ready to drink.

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Section 4: Authorized WIC Foods

Product	Minimum Standards
Infant Cereal	<p>Dry, plain cereal</p> <p>45 mg Iron/100 g of dry cereal</p> <p>Not allowed:</p> <p>Infant cereals containing infant formula, milk, fruit or other non-cereal ingredients.</p>
Infant Formula	<p>10 mg Iron/liter (at least 1.8 mg iron/100kilocalories) and 67 Kcal/100 ml (20 Kcals/fluid oz) at standard dilution</p> <p>Must meet the definition for an infant formula definition in section 201(z) of the Federal Food, Drug and Cosmetic Act (21U.S.C. 321(z)) and meets the requirements under section 412 of the Federal Food, Drug Act (21 U.S.C. 350a) and regulations at 21 CFR parts 106 and 107.</p> <p>Be designed for enteral digestion via an oral or tube feeding.</p> <p>Nutritionally complete, not requiring the addition of any ingredients other than water prior to being served in a liquid state.</p>
Infant Fruits & Vegetables	<p>Single ingredient commercial infant food fruit or vegetable without added sugars, starches or salt (i.e. sodium). Texture may range from strained through diced. The fruit or vegetable must be listed as the first ingredient.</p> <p>Combinations of single ingredients (e.g., peas and carrots or apple-banana) are allowed.</p> <p>Not allowed:</p> <p>Mixtures with cereal or infant food desserts (e.g. peach cobbler).</p>
Infant Meat	<p>Single ingredient commercial infant food meat or poultry, without added sugars, starches, vegetables or salt (i.e. sodium). Texture may range from pureed through diced.</p> <p>Broth and gravy (unsalted, i.e., without added sodium) are allowable ingredients.</p> <p>Not allowed:</p> <p>Infant food combinations (e.g., meat and vegetables) or dinners (e.g., spaghetti and meatballs).</p>

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Section 4: Authorized WIC Foods

Product	Minimum Standards
<p>Mature Legumes (Dry & Canned Beans and Peas)</p>	<p>Mature dry beans, peas or lentils in dry-packaged or canned forms</p> <p>Examples include but are not limited to: lentils, black beans, white beans (navy and pea beans), kidney beans, garbanzo beans (chickpeas), soybeans, pinto beans, fava and mung beans, crowder peas, great northern beans, mature lima ("butter beans"), split peas, refried beans, and black-eyed peas (cow peas).</p> <p>No added sugars*, fats, oils or meats, fruit or vegetables as purchased.</p> <p>Canned may be regular or lower in sodium content.</p> <p><i>*Note: small amounts of sugar are added to some foods that are naturally sugar-containing during the canning process to prevent stress resulting in membrane rupture (e.g. kidney beans). This small amount of added sugar is minimal and helps to maintain the quality and structure of the food. To encourage greater variety in food choices in WIC food packages, canned legumes that contain a small amount of sugar for processing purposes, such as plain kidney beans, are allowed. Baked beans may have added sugars.</i></p> <p>Not allowed:</p> <p>Soups</p> <p>Immature varieties of legumes including canned green peas, green beans etc.</p>
<p>Peanut Butter</p>	<p>Peanut butter and reduced fat peanut butter</p> <p>Must conform to FDA Standard of Identity (21 CFR 164.150)</p> <p>Creamy or chunky, regular or reduced fat, salted or unsalted forms</p> <p>Not allowed:</p> <p>Peanut butter spread Peanut butter with added ingredients (i.e. jam, honey, or similar ingredients.)</p>
<p>Soy-Based Beverage</p>	<p>Must be fortified in accordance with fortification guidelines issued by the FDA to meet the following nutrient levels per 8-ounce serving:</p> <p>276 mg calcium</p> <p>8 g protein</p> <p>500 IU vitamin A</p> <p>100 IU vitamin D</p> <p>24 mg magnesium</p> <p>222 mg phosphorus</p> <p>349 mg potassium</p> <p>0.44 mg riboflavin</p> <p>1.1 mcg vitamin B12</p>
<p>Tofu</p>	<p>Calcium-set tofu prepared with calcium salts (e.g., calcium sulfate), may contain other coagulants (i.e., magnesium chloride).</p> <p>No added fats, sugars, oils or sodium</p>

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Section 4: Authorized WIC Foods

Product	Minimum Standards
<p>Fish (Canned): Tuna</p> <p>Salmon</p>	<p>Canned chunk light tuna Must conform to FDA standard of identity 21 CFR 161.190 Packed in water or oil</p> <p>Canned pink salmon Must conform to FDA standard of identity 21 CFR 161.70 Packed in water or oil, may include bones or skin</p>
Whole Wheat Bread	Whole wheat bread (includes whole wheat buns and rolls) must conform to the Food and Drug Administration (FDA) standard of identity 21 CFR Part 136.180. "Whole wheat flour" and/or "bromated whole wheat flour" must be the only flours listed in the ingredient list.
Brown Rice and Bulgur	<p>Whole unprocessed grain</p> <p>May be instant-, quick- or regular-cooking</p> <p>No added sugars, fats, oils or salt</p>
Oatmeal	<p>Old fashioned, traditional or quick cooking</p> <p>No added sugars, fats, oils, or salt</p>
Soft corn or whole wheat tortillas	<p>Soft corn tortillas made from ground masa flour (corn flour) using traditional processing methods are WIC-eligible, e.g. whole corn, corn (masa), whole ground corn, corn masa flour, masa harina, and white corn flour.</p> <p>Whole wheat tortillas, "whole wheat flour" must be the only flour listed in the ingredients list.</p>
Whole Wheat Pasta	<p>Whole wheat macaroni products, must conform to FDA standard of identity (21 CFR 139.138)</p> <p>No added sugars, fats, oils, or salt (i.e. sodium).</p> <p>"Whole wheat flour" and/or "whole durum wheat flour" must be the only flours listed in the ingredient list. Other shapes and sizes that otherwise meet the FDA standard of identity for whole wheat macaroni (pasta) products and have no added sugars, fats, oils, or salt (i.e. sodium), are also authorized (e.g. whole wheat rotini, and whole wheat penne).</p>
Yogurt (cow's milk)	<p>Pasteurized</p> <p>Must conform to FDA standard of identity, whole (21 CFR 131.200), low-fat (21 CFR 131.203) or non-fat (21 CFR 131.206). Plain or flavored with ≤ 40 g total sugars per 1 cup yogurt</p> <p>Not allowed:</p> <p>Yogurts sold with accompanying mix-in ingredients such as granola, candy pieces, honey, nuts and similar ingredients. Drinkable yogurts.</p>

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Section 4: Authorized WIC Foods

2. Procedure for Evaluation of Authorized Food Products (Effective: May 2021)

- A. The following process is used for evaluation of products for possible inclusion on the Illinois Authorized WIC Food List.
- B. The Department considers products for inclusion on the Illinois Authorized WIC Food List on an annual basis beginning in June. The following general criteria will also be considered:
 - 1. Products should be widely available for sale.
 - 2. Products should be perceived as desirable to Illinois WIC participants.
 - 3. Product cost should be comparable to other products in the same category.
 - 4. The Department may consider other nutrition and or programmatic concerns.
 - 5. Product information should be sent to the state office:

DHS.WICFoods@illinois.gov

or

Illinois Department of Human Services

WIC Program

815/823 E. Monroe Street

Springfield, IL 62701

Addendum: Illinois Authorized WIC Food List

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Section 5: Infant Formula

1. General Information (Effective: May 2021)

- A. Infant formulas must be issued in compliance with Federal Regulations. The following general policies and procedures are provided to ensure observance of 7 CFR part 246.10.
- B. Breastfeeding is the normal and expected method of infant feeding and staff should assume all pregnant women will breastfeed and postpartum women are breastfeeding unless notified otherwise. Mothers should be educated and counseled according to the Nutrition Practice Standards for Breastfeeding (see IL WIC PPM AD addendum) before formula is considered.
- C. Formula-fed infants will be issued food benefits for the contract brand of formula unless a documented medical need for a medically prescribed formula exists.
- D. Ready-to-feed (RTF)/Ready to Use (RTU) formula must only be given to participants in the following situations and one of the reasons listed below must be documented and kept on file as rationale for issuance:
 - 1. Household has unsanitary or restricted water supply and/or poor refrigeration
 - 2. Person caring for infant has difficulty with preparation
 - 3. Physician prescribes a formula in RTF form for a premature infant
 - 4. Formula only comes in RTF form

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Section 5: Infant Formula

2. Procedure for Evaluation of Authorized Formulas (Effective: May 2021)

- A. Illinois WIC infant formulas and exempt infant formulas must comply with Food and Drug Administration (FDA) Standards of Identity per FNS requirements for WIC-eligible foods (7 CFR part 246.10.). The following process is used for evaluation of formulas to be made available through the Illinois WIC Program.
1. All products must meet FNS and FDA standards.
 2. The Formulary will be evaluated annually to determine any needed changes.
 - a. Formulas will be retained or deleted from the list based on the frequency of usage.
 - b. Formulas will be added to the available list based on the frequency of requests received for the product. In addition, statewide availability and current inclusion of products of similar composition will be considered in the decision.
 3. When changes are made to authorized formulas, the formulary will be provided to local agencies.

Addendum: Illinois WIC Formulary

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Section 5: Infant Formula

3. *Emergency Formula (Effective: May 2021)*

- A. Due to safety concerns:
 - 1. Local agencies must not accept nor issue formula donated by an individual or group
 - 2. Formula shall not be returned to a store
- B. A WIC agency cannot have formula on-site from a distributor.

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Section 5: Infant Formula

4. Contract Formula (Effective: May 2021)

- A. Contract formula is an infant formula (standard milk-based, lactose free and soy-based) that complies with the definition in section 201(z) of the Federal Food, Drug and Cosmetic Act (21U.S.C. 321(z)) and meets the requirements under section 412 of the Federal Food, Drug Act (21 U.S.C. 350a) and regulations at 21 CFR parts 106 and 107.
 - 1. Contract formula is:
 - a. Nutritionally complete infant formula not requiring the addition of any ingredients other than water prior to being served in a liquid state
 - b. Iron-fortified, containing at least 10 milligrams of Iron per liter of formula at standard dilution
 - c. Supplies 67 calories per 100 milliliters of formula at standard dilution (i.e., 20 calories per fluid ounce of prepared formula)
 - 2. The State of Illinois contracts via a competitive bid to receive a cash rebate for iron-fortified formula (milk-based and soy-based) in concentrate, powder, and ready-to-feed forms. The rebate is determined on the basis of redeemed WIC food benefits that specify formula manufactured by the contractor.

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Section 5: Infant Formula

5. Non-Contract Formula (Effective: May 2021)

- A. Non-contract formula refers to standard milk-based, lactose free and soy-based formulas (both base and DHA/ARA enhanced) for which no rebate is received by the State of Illinois. Non-contract formulas may not be issued as all formulas marketed in the United States must meet federal nutrient requirements and are essentially the same in make-up.
- B. Participants requesting non-contract formula should be screened as follows:
 - 1. Most infants who demonstrate intolerance of contract infant formulas will tolerate breast milk. Therefore, for infants up to one month of age, assessment of readiness to breastfeed, counseling and education on re-lactation/breastfeeding techniques should be discussed.
 - 2. If there are no feeding problems or illnesses, and mother chooses not to re-lactate, determine if another contract brand formula may be appropriate and issue contract brand WIC formula.
 - 3. If a medical problem is indicated through the screening process, refer participant to the medical provider for evaluation and if needed, the WIC Formula and Medical Nutritional Prescriptions Form for medically prescribed formula.

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Section 5: Infant Formula

6. Low-Iron Formula (Effective: May 2021)

- A. According to the American Medical Association, there is no common medical indication for the use of low- iron infant formula. Therefore, low-iron infant formula is not available through the Illinois WIC Program.
- B. Participants requesting low-iron formula should be screened as follows:
 - 1. Most infants who demonstrate intolerance of contract infant formulas will tolerate breast milk. Therefore, for infants up to one month of age, assessment of readiness to breastfeed, counseling and education on re-lactation/breastfeeding techniques should be discussed.
 - 2. If there are no feeding problems or illnesses, determine if a contract brand formula may be appropriate and issue contract brand WIC formula.
 - 3. If a medical problem is indicated through the screening process, refer participant to the medical provider for evaluation and if needed, a WIC Formula and Medical Nutritional Prescriptions form for medically prescribed formula.

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Section 6: Medically Prescribed Formulas

1. *Medically Prescribed Formulas (Effective: May 2021)*

- A. The Illinois WIC Program makes available certain exempt infant formulas and WIC eligible medical foods. These items comply with the definition in section 412(h) of the Federal Food, Drug and Cosmetic Act (21U.S.C. 350a(h)) and meet the requirements under section 412 of the Federal Food, Drug Act (21 U.S.C. 350a) and regulations at 21 CFR parts 106 and 107. These items are referred to as “Medically Prescribed Formulas.”
- B. Those requiring specialized formulas require close medical supervision therefore documentation by a physician/Health Care Provider is required every six months unless:
 - 1. Physician specifically requests the formula for a shorter time period.
 - 2. In judgement of CPA, medical condition dictates need for product should be verified more frequently.
- C. Medically Prescribed Formulas may be prescribed for the following conditions: premature birth, low birth weight, failure to thrive, inborn errors of metabolism and metabolic disorders, gastrointestinal disorders, malabsorption syndromes, immune system disorders, severe food allergies that require an elemental formula, and life threatening disorders, diseases and medical conditions that impair ingestion, digestion, absorption or the utilization of nutrients that could adversely affect the participants nutritional status.
- D. Medically Prescribed Formulas cannot be authorized for
 - 1. Infants whose only medical condition is a diagnosed formula intolerance or food allergy to lactose, sucrose, milk protein or soy protein that does not require the use of an exempt formula or a non-specific formula or food intolerance.
 - 2. Children who have food intolerances to lactose or milk protein that can be successfully managed with the use of one of the other WIC food packages.
 - 3. Any participant solely for the purpose of enhancing nutrient intake or managing body weight without an underlying qualifying condition.
- E. The medically prescribed formulas are identified in the Illinois WIC Food Package document and based upon the Illinois WIC Formulary. Infants, or children who require a Medically Prescribed Formula and/or other supplemental food must have a completed WIC Medical and Nutritional Prescriptions Form (IL WIC PPM SFD 6.2). The following circumstances are allowed when indicated by the Health Care Provider on the form:
 - 1. Infants greater than six months, with a qualifying medical condition, receiving contract infant formula or medically prescribed infant formula can receive the maximum monthly allowance of formula provided to infants ages four through five months of age who are of the same feeding option (i.e. mostly breastfed, some breastfeeding, or non-breastfed) in lieu of infant foods.
 - 2. Children may receive contract infant formula for a child over one year of age.
 - 3. Children one to five years of age, with a qualifying medical condition, may be prescribed jarred infant fruits and vegetables in lieu of the Cash Value Benefit (CVB) for fruits and vegetables.

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Section 6: Medically Prescribed Formulas

- F. Local Agency staff is encouraged to contact the Regional Nutritionist Consultant with any questions or concerns regarding specific formulas and their issuance.

Supplemental Food & Delivery

Section 6: Medically Prescribed Formulas

2. WIC Formula and Medical Nutritional Prescriptions Form (Effective: May 2021)

1. The Illinois WIC Program uses the WIC Formula and Medical Nutritional Prescriptions Form as its method for communicating and documenting special formula/food needs from the medical home to the WIC agency.
2. All areas of the form must be completed by a physician (or other licensed health care professional authorized to write medical prescriptions under state law) and are valid for a maximum of 6 months.
3. The completed WIC Medical and Nutritional Prescriptions form must be scanned into the participant's record.
4. If medical documentation is missing or needs clarification, the local agency may obtain required information by telephone:
 - a. It must be accepted by a Competent Professional Authority (CPA)
 - b. Promptly documented in the General Note of the participant's electronic record
 - c. Done only when necessary to prevent undue hardship to participant and/or delay in receiving needed infant formula, placing participant at increased nutritional risk
 - d. Written documentation must be requested and received within a reasonable amount of time (i.e., 1-2 weeks)
 - e. Received written documentation is then scanned and kept in participant's records with initial telephone documentation
5. Any other information related to a contact with a participant or medical provider regarding the WIC Medical and Nutritional Prescriptions form must be documented in the WIC MIS. Refer to NPS Documenting in WIC MIS for additional guidance (see IL WIC PPM CS addendum).
6. In certain circumstances the Illinois Department of Healthcare and Family Services may also provide formulas, via a medical durable goods provider, for those receiving public assistance (IL WIC PPM SFD 6.4).

Addendum: WIC Formula and Medical Nutritional Prescriptions Form

Supplemental Food & Delivery

Section 6: Medically Prescribed Formulas

3. Low Phenylalanine Formula (PKU) (Effective: May 2021)

- A. Phenylketonuria (PKU) is an inherited metabolic disorder in which the amino acid phenylalanine is not broken down. Accumulation of phenylalanine results in damage to the developing central nervous system and intellectual disability.
- B. No WIC program in Illinois is authorized to provide low phenylalanine formula to infants, children or pregnant women for the management of PKU.
- C. Special formula for PKU is provided by the Illinois Department of Public Health (IDPH) Genetic Screening Program at no cost to all PKU patients upon the prescription of a designated consultant.
- D. A suspected or confirmed diagnosis of PKU is required by State Law and Regulations and must be reported to the IDPH Genetic Screening Program.
- E. To obtain low phenylalanine formula for participants with PKU, contact the IDPH Newborn Screening, Genetics, and SIDS Section.

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Section 6: Medically Prescribed Formulas

4. Referral for Formula Assistance (Effective: May 2021)

- A. The Department coordinates services with the Illinois Department of Healthcare and Family Services (HFS) to provide formulas for medically fragile participants who receive the Illinois medical card. Participants may be able to obtain products through a Durable Medical Equipment (DME) provider who contracts with HFS in the following situations:
 - 1. Physician requests a formula not provided through WIC and an appropriate substitute is not available on the formulary.
 - a. A letter from WIC is not needed in this instance as the WIC formulary is shared annually with HFS.
 - 2. A WIC approved formula in which the prescribed amount exceeds the amount provided by WIC.
 - a. Completion of the Explanation of WIC Food Benefits Letter is required.
 - 3. A WIC approved formula in which the participant does not consume food orally and is fed via a feeding tube.
 - a. Completion of the Explanation of WIC Food Benefits Letter is required.
- B. The completed Explanation of WIC Benefits Letter must be scanned into the WIC MIS to retain a copy in the participant's record.

Addendum: Nutrition Practice Standard (NPS) - Explanation of WIC Food Benefits Letter

Supplemental Food & Delivery

Section 7: Food Package Prescription

1. General Information (Effective: May 2021)

- A. This section provides an overview of the process local agencies should follow when prescribing supplemental foods to WIC participants.
1. "Food package" refers to the particular combination and quantities of supplemental foods provided to a WIC participant. Food packages should be tailored to breastfeeding status and address special situations including lack of refrigeration/homelessness, cultural preferences, and/or health conditions, i.e. presence of food allergies or lactose intolerance (IL WIC PPM SFD 7.1).
 2. The Cash Value Benefit allows the purchase of:
 - a. any combination of authorized fresh, frozen, or canned fruit or vegetable in quantities allowed for women and children
 - b. for infants 9-11 months of age, only fresh fruits or vegetables are allowed.
 3. The Breastfeeding food packages are created and designed to better promote and support breastfeeding by focusing on market value of the package for the mother/infant dyad. They are provided for the first year after birth, minimize early supplementation, and address differences in supplementary nutrition needs of breastfed and formula fed infants.
 4. Each participant found to be eligible for WIC is assigned a supplemental food package by the Competent Professional Authority (CPA) at certification only after a complete nutritional and breastfeeding (when applicable) assessment is completed.
 5. Core Food Packages are provided for each participant category based on federal maximums.
 6. Food package tailoring should occur prior to issuance.
 - a. Only medically necessary tailoring, such as a formula change, newly diagnosed allergy, etc., can occur during the current benefit issuance period.
 - b. Agencies are financially responsible for over-issuance (IL WIC PPM AD 2.4).

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Section 7: Food Package Prescription

2. Core Food Packages (Effective: May 2021)

A. Full Nutrition Benefit (FNB) and Maximum Monthly Allowances (MMA) of Supplemental Foods for Infants in Food Packages I, II, & III¹

Federal Food Packages	Fully Formula Fed (FF)		Partially (Mostly) Breastfed (BF/FF)		Fully Breastfed (BF)	
	I-FF & III-FF	II-FF & III-FF	I-BF/FF & III-BF/FF	II-BF/FF & III-BF/FF	I-BF	II-BF
WIC Formula	0-3 months: 806-870 fl oz 4-5 months: 884-960 fl oz	6-11 months: 624-696 fl oz	0-1 month: 104 fl oz 1-3 months: 364-435 fl oz 4-5 months: 442-522 fl oz	6-11 months: 312-384 fl oz	0-5 months: N/A	6-11 months: N/A
Infant cereal	N/A	24 ounces	N/A	24 ounces	N/A	24 ounces
Infant food fruits and vegetables ²	N/A	128 ounces	N/A	128 ounces	N/A	256 ounces
Infant food meat	N/A	N/A	N/A	N/A	N/A	77.5 ounces

¹ USDA Federal Regulations 7 CFR 246.10; fluid ounces (fl oz) amounts listed range from the full nutrition benefits (FNB) to the maximum monthly allowance (MMA) for reconstituted powder formula.

² Infant 9-11 months may be issued a cash value benefit for fresh fruits and vegetables in place of a portion of jarred infant foods following nutrition assessment and education.

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Section 7: Food Package Prescription

B. Maximum Monthly Allowances of Supplemental Foods for Children and Women in Food Packages IV, V, VI, & VII¹

Federal Food Packages	Children	Women		
	IV 1- 4 years	V Pregnant and Partially (Mostly) Breastfeeding (up to 1 year postpartum)	VI Postpartum (up to 6 months postpartum)	VII Fully Breastfeeding (up to 1 year postpartum)
Juice, single strength	128 fl oz	144 fl oz	96 fl oz	144 fl oz
Milk ²	16 qt	22 qt	16 qt	24 qt
Cheese	N/A	N/A	N/A	1 lb
Eggs	1 dozen	1 dozen	1 dozen	2 dozen
Breakfast Cereal	36 oz	36 oz	36 oz	36 oz
Fruits and vegetables ³	\$9.00	\$11.00	\$11.00	\$11.00
Whole Grains ⁴	2 – 16 oz	16 oz	N/A	16 oz
Fish (canned) ⁵	N/A	N/A	N/A	30 oz
Legumes, dry or canned, and/or Peanut Butter	1 lb (64 oz canned) OR 18 oz	1 lb (64 oz canned) AND 18 oz	1 lb (64 oz canned) OR 18 oz	1 lb (64 oz canned) AND 18 oz

¹ USDA Federal Regulations 7 CFR 246.10.

² Allowable options for fluid milk substitutions are yogurt, cheese, and tofu.

³ Allowable Illinois options for fruits and vegetables includes: fresh, frozen, and canned.

⁴ Allowable Illinois options for whole grains includes: whole wheat or whole grain bread, brown rice, bulgur, oatmeal, soft corn or whole wheat macaroni products, or soft corn or whole wheat tortillas.

⁵ Allowable Illinois options for canned fish are light tuna and salmon.

Addendum: Illinois WIC Food Package Tables

Supplemental Food & Delivery

Section 7: Food Package Prescription

3. Food Package Categories (Effective: May 2021)

- A. Food package assignment must be based on category and age, providing the maximum food package with the allowed foods and set amounts as applicable to category, age, and/or medical needs.
- B. Women who report being pregnant with multiples or breastfeeding multiples are eligible for an enhanced food package to provide the additional calories and nutrients needed to support multiple gestation. When a participant reports multiple gestation, the CPA must ensure this information is accurately entered into the WIC MIS and update the food package to accommodate her needs.
- C. The following provides the categories and abbreviated codes per WIC MIS:
 - 1. Pregnant woman (PG)
 - 2. Exclusively Breastfeeding woman (BE)
 - 3. Partially Breastfeeding woman (BP)
 - 4. Non-lactating Postpartum woman (NP)
 - 5. Infant Breastfeeding Exclusively (IBE)
 - a. 0-5 months
 - b. 6-8 months
 - c. 9-11 months
 - 6. Infant Breastfeeding Partially (IBP)
 - a. 0 months (1 can)
 - b. 1-3 months
 - c. 4-5 months
 - d. 6-8 months
 - e. 9-11 months
 - 7. Infant (fully) Formula Fed (IFF)
 - a. 0-3 months
 - b. 4-5 months
 - c. 6-8 months
 - d. 9 – 11 months
 - 8. Children – 1-4 years (C1, C2, C3, C4)

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Section 7: Food Package Prescription

4. Nutrition Tailoring WIC Food Packages – Women and Children (Effective: May 2021)

- A. Nutrition tailoring is the process of modifying the food packages to better meet the supplemental nutrition needs of individual participants. Although the WIC MIS defaults to specific food items in a standard food package, the CPA has the option to select foods based upon the participant's completed nutritional assessment to accommodate for medical needs and preferences, including but not limited to cultural, religious, lifestyle preferences and those living in homeless situations.

- B. When tailoring food packages, it is important for the CPA to convey to participants that the quantities of WIC foods are supplemental, and by design, intended to deliver priority nutrients to WIC participants and address the prevalence of inadequate and excessive nutrient intakes for each WIC participant category. Nutrition education should focus on the optimal use of WIC foods, such as shopping for value and nutrition, and preparing and cooking WIC foods to assist participants in the full use of their WIC food benefits.

- C. Provision of less than the maximum monthly allowances of supplemental foods to an individual WIC participant in all food packages is appropriate only under the following circumstances:
 - 1. When medically or nutritionally warranted (e.g., to eliminate a food due to a food allergy or medical condition or tailor formula amounts for breastfeeding infants). Medically or nutritionally warranted reasons to eliminate or reduce the quantity of foods for individual WIC participants include, but are not limited to, exclusive tube feeding, vegan diets (eliminating dairy and infant meat), food allergies, inborn error of metabolism, and prematurity.

- D. All food categories can be reduced if needed, and
 - 1. must be requested by the medical provider and/or participant
 - 2. reduced in the proper increments
 - a. For all food categories except for formula, infant meats, infant fruits and vegetables, milk and juice, the maximum must be assigned or 0. A quantity cannot be changed to an unpurchaseable amount.
 - (1) For example: cereal must be 36 oz (the maximum) or 0. It cannot be changed to 35 oz as it is not packaged that way
 - 3. Rationale and changes documented in the WIC MIS

- E. The following identifies foods that may be substituted based upon an individual's completed nutritional assessment, with a medical need or per lifestyle preferences:
 - 1. Lactose, the natural sugar in milk, is broken down by lactase, an enzyme in the gut. Some people suffer from GI discomfort after consuming dairy foods because they have an insufficient amount of lactase to digest the lactose they consume. Symptoms may include flatulence, abdominal bloating, pain/cramps, or diarrhea. While some people can tolerate small quantities of regular milk, a lactose-free milk package is available for those who cannot. Some individuals who require lactose-free milk can tolerate cheese and/or yogurt and therefore may prefer a package with cheese and/or yogurt and less fluid milk.

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Section 7: Food Package Prescription

2. Some participants may not tolerate cow's milk of any type. For those who tried lactose-free milk without success, soy beverage is available. In addition to soy beverage, the substitution of tofu in place of one quart of milk may be substituted. Education must be provided on the potential nutritional gaps when unable to consume cow's milk, including the emphasis of adequate calcium for the development of bone mass in children.
3. If participants identify during the nutrition assessment, they are homeless, have limited storage, without running water, cooking facilities, and/or no refrigeration the CPA should tailor the food package based upon the participant's situation along with consideration of food safety and sanitation. If the participant is homeless and has no refrigeration, the CPA can offer shelf-stable Ultra-high temperature (UHT) milk in place of refrigerated milk.

F. Calcium Fortified Juice

1. Calcium fortified juice may be purchased in place of regular juice and should be encouraged for women whose dietary intake of calcium rich foods is low due to: cultural food preferences, dislike of milk, or lactose intolerance. Calcium fortified juice should be encouraged based on individual need. CPAs should consider counseling women on use of calcium fortified juice when it is unlikely that they will consume adequate amounts of other dairy or non-dairy sources of calcium to meet her calcium needs on a regular basis.

G. Peanut Butter

1. When peanut butter is issued to children under age two, education should be provided on the risks of choking and how it can be prevented.
2. Children with a peanut allergy should not be given a package with peanut butter.
3. There is controversy in the medical community about the risks of peanut allergy for children. Families with a history of food allergy should be instructed to discuss the use of peanut butter with their Health Care Provider.

Supplemental Food & Delivery

Section 7: Food Package Prescription

5. Nutrition Tailoring WIC Food Packages – Infants (Effective: May 2021)

- A. Jarred infant fruits and vegetables are provided beginning at 6 months of age. If the Head of Household prefers to replace a portion of the jarred foods with fresh fruits and vegetables this may be done via a Cash Value Benefit at age 9 months following:
1. an individual nutrition assessment by CPA
 2. individual education on safe food preparation, storage techniques, feeding practices

Addendum: Look at Me Now - Infants 9-12 months

Supplemental Food & Delivery

Section 8: Benefit Issuance

1. Benefit Issuance (Effective: May 2021)

- A. WIC food benefits are made available to WIC participants through the WIC EBT card.
- B. Benefits for all family members are combined at the household level and all household member benefits are loaded onto one card.
 - 1. The Benefits Base Day is the same for each household member and is used to determine the Benefits Loaded Through (BLT) date and the Benefits Valid Through (BVT) dates.
 - 2. The Benefits Loaded Through (BLT) date and Benefits Valid Through (BVT) dates will automatically fill based on the Base Day and number of months of benefits being issued.
 - a. The BLT date will assign based on the last day the current month's benefits can be used.
 - b. The BVT date is determined based on the number of months of benefits issued and is the last day of that issuance period.
 - c. For example, with a Base Day of 7/4, benefits will be loaded until the day before that date of the next month, setting the BLT date to 8/3. The BVT date will then show 10/3 (if 3 months are issued).
- C. Maximum issuance is three months and can be adjusted based on participant need. Benefits are loaded onto the card in monthly increments.
- D. Prorated packages may be issued when a participant is issued food benefits after their benefit start date.
 - 1. The prorate is issued based on the date of services for food benefits:
 - a. If the participant/household is less than 11 days after their benefit start date, there is no proration and the full amount will be received.
 - b. If the participant/household is 11 or more days late to retrieve their benefits but less than 21 days from their benefit state date, 2/3 monthly allowance of select items will be received (rounded up to the nearest whole number).
 - c. If the participant/household is 21 days or more from their benefit state date, 1/3 monthly allowance of select items will be received (rounded up to the nearest whole number).
 - 2. The WIC MIS will automatically prorate food packages. Agency staff must not override this function without Department approval.

Supplemental Food & Delivery

Section 8: Benefit Issuance

2. Special Issuances (Effective: May 2021)

- A. Current and future benefits that have been issued but have been made inaccessible may be replaced with Department approval in the following situations:
 - 1. custody changes or,
 - 2. natural disasters
- B. Department staff must be contacted for guidance in these situations.

Supplemental Food & Delivery

Section 8: Benefit Issuance

3. Remote Benefit Issuance (Effective: May 2021)

- A. WIC food benefits may be issued without having the participant come onsite when the following conditions are met:
 - 1. Participants should be in compliance with all nutrition education requirements (refer to IL WIC PPM NE-1.1).
 - 2. Staff must ensure the correct food benefits are assigned based on participant assessment and preferences. Any changes needed must be made by the CPA.
 - 3. Participant has or is provided the current:
 - a. Vendor List
 - b. Illinois WIC Authorized Food List
 - c. Family Shopping List (secure transmission)
- B. In cases where medically prescribed formula is needed the benefits may be issued if the following are in place:
 - 1. the CPA has provided education on preparation and shopping
 - 2. a current Medically Prescribed Formula Form is in hand.