

# Medical Provider Guide to the Louisiana WIC Special Supplemental Nutrition Program



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“WIC is an equal opportunity provider”

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## **WIC BASICS**

The aim of the Louisiana Special Supplemental Nutrition Program for Women, Infants and Children (WIC) is to be an adjunct to health care with a goal of providing nutritious supplemental food, nutrition education, communication and follow-up to patients that are referred from the medical community. It is intended to encourage patients to access preventive health care and to provide supplemental food and nutrition education to those at nutrition risk.

WIC is a supplemental nutrition program which has been established by USDA to serve eligible pregnant, breastfeeding, and postpartum women, infants and children less than 5 years of age. We appreciate your referrals to the Louisiana WIC Program.

The Louisiana WIC Program is funded by USDA and administered by the Department of Health and Hospitals, Office of Public Health, Nutrition Services. As a component of ongoing health care, the staff of parish health units and contract agencies across the state provides appropriate health services, assessments, education, and certification for WIC, food instruments, and referrals to other programs.

### **WIC SERVICES**

- Nutrition screening and assessment
- Nutrition counseling
- Nutritious food package
- Breast-feeding guidance
- Breast pump loan program
- Food tastings
- Nutrition activities and group classes
- Infant formula preparation education
- Cooking demonstrations and recipes
- Referral assistance to other public programs

### **WIC REFERRALS**

A goal of the Louisiana WIC Program is to serve eligible participants and enroll them as early as possible during pregnancy and infancy. We appreciate referrals from medical providers and hope to work cooperatively with them to meet the need of each individual. With a written request from the medical doctor, we can also provide counseling, utilizing a Registered Dietitian/Nutritionist for specific medical needs.

## **WIC FREQUENTLY ASKED QUESTIONS**

### **WHO QUALIFIES FOR WIC?**

Pregnant and postpartum women, infants, and children (under 5 years old) may qualify to participate in the WIC program. Those whose income meets the WIC income guidelines or who participate in the Medicaid, FITAP, or Supplemental Nutrition Assistance Program SNAP (formerly Food Stamp Program), and who are also at nutrition risk, as defined by WIC regulations, are eligible for WIC benefits. Eligibility determination is completed by the staff at the WIC site.

### **WHERE ARE WIC SERVICES PROVIDED?**

Applicants may call 1-800-251-BABY to locate WIC clinics in their area. The Louisiana Department of Health and Hospitals, Office of Public Health web site at <http://www.wic.dhh.louisiana.gov> also has a list of WIC clinics.

### **WHAT SHOULD A PERSON BRING TO THE FIRST WIC CLINIC VISIT?**

- The participant (infant, child, or woman) must be present. There are a few exceptions to physical presence. Please ask your local WIC office staff.
- Proof of identity for the participant and for the proxy or parent/caretaker of the infant/child.
- Proof of income or proof of participation in the Medicaid, SNAP or TANF program.
- Proof of a Louisiana address. WIC does not require proof of citizenship or alien status. Participation in the WIC Program will not affect immigration and naturalization.
- If available, medical information from your doctor (height, weight, Hgb, Hct, and immunizations).
- Special medical documentation is needed (starting 10/09) for any special Formula and the Supplemental Food (at age 6 months).
- The WIC-48 Form Medical Documentation Form should be used to prescribe special formula and the supplemental food. Packets of the WIC-48 forms are available from your local WIC Clinic. Please contact the local WIC clinic staff.
- A prescription can be used but must contain all of the required federally mandated information.

### **WHAT NUTRITION SERVICES ARE PROVIDED BY WIC?**

WIC nutrition services include an assessment, a nutrition care plan, nutrition counseling, educational activities, reassessment, and continued nutrition guidance. Nutritionists, Nurses, Health and Nutrition Educators provide the nutritional healthcare in the WIC Clinic.

## **WIC FORMULAS/WIC ELIGIBLE NUTRITIONALS**

The Louisiana WIC Program can provide standard and special formulas; however, **breastfeeding is highly encouraged as the preferred method of feeding**. All formula and food provided by WIC must meet the minimum federal regulatory requirements. These requirements specify the food categories, maximum monthly allowances, and the nutritional requirements for all WIC–eligible food and formula.

A standard formula is a complete formula not requiring the addition of any other ingredients, except water, prior to being served. If formula is to be provided, the American Academy of Pediatrics (AAP) recommends the introduction of milk-based formula before milk-based lactose free formulas; and milk-based lactose free before soy-based formulas. The standard formulas provided by the Louisiana WIC Program are the listed in the Formulary (See Louisiana WIC Approved Formulary Exhibit A).

A special formula is any formula that is not on the standard formula contract. A special formula may be authorized when a physician determines that participant has one or more Qualifying Conditions (See Qualifying and Non-Qualifying Conditions) which contraindicates the use of a standard formula. The participant receiving special formula must be medically fragile.

A Louisiana WIC Approved Formulary is used by the State Agency to ensure that regulatory requirements are met when authorizing formula usage.

- The formulary contains the special formulas available from the WIC program.
- The Louisiana WIC contracts for standard formulas are usually submitted for bid every 3 years.
- The prescription is subject to WIC approval and provision based on Louisiana WIC Program policy and procedure.
- Special formula request from providers that are not listed in the current formulary must be submitted from the clinic staff to the State Agency for review. The clinic staff provides referrals to Medicaid approved DME Provider for formula request that are not a part of the current Louisiana WIC approved Formulary.

**The use of READY-TO-FEED FORMULA can be approved only when one of the following circumstances is documented:**

- Unsanitary/restricted water supply
- Poor refrigeration
- The participant's caregiver is cognitively or physically unable to correctly dilute concentrated liquid or powered formula

**The following conditions apply ONLY to participants receiving the SPECIAL FORMULA Supplemental Food Package:**

- If the ready-to-feed formula better accommodates the participant's condition
- If the ready-to-feed formula improves the participant's compliance in consuming the prescribed formula

**The requirements for ready-to-feed formula are federally mandated. There are NO exceptions or waivers for the ready-to-feed policy at the State Agency level.**

## MEDICAL DOCUMENTATION

The Louisiana WIC Program strongly recommends that Medical Providers utilize the WIC-48 form as the primary source for Medical Documentation to communicate “special formula” and food prescriptions to the WIC clinic staff. **The WIC-48 form is available (100 sheets/pad) from your local WIC Clinic.**

In situations when the WIC-48 is not used, medical documentation may be provided in writing using a discharge summary or prescription slip. A new prescription is required every six months. The original, facsimile or electronically submitted medical documentation is considered valid when it is:

- Dated and less than 60 days old
- Signed by a physician or a licensed healthcare professional authorized to write medical prescriptions under Louisiana law (including health care professionals practicing in other states)
- Identifying the specific special formula(s) **and** the length of time the prescribed WIC formula and/or supplemental food is required by the participant
- Listing all contraindicated supplemental food
- Identifying the USDA **WIC approved qualifying medical condition(s) and ICD-10 Code(s)** that support the need for formula
- Including the name of the diagnosing physician when the healthcare professional prescribing the formula is not a physician
- Listing contact information for diagnosing Medical Provider

### SPECIAL NOTES:

- ❖ Telephone or verbal orders are unacceptable. An original signature or e- signature is required, no rubber stamped signatures will be accepted.
- ❖ Medical documentation/prescriptions are not required for the current contract standard formulas unless the participant is changing from a special formula to a standard formula.
- ❖ According to USDA regulations, the Louisiana WIC Program does not provide low-iron formula under any circumstances.

### EFFECTIVE OCTOBER 1, 2014:

- ❖ The Louisiana WIC Program provides whole milk to children at one year of age and nonfat or 1% low-fat milk to children over two years of age and all women. No exceptions are allowed.
- ❖ Medical documentation is **NOT** required for children to receive the USDA approved soy beverage (milk).
- ❖ **Children and women** may receive 32 oz. of dry infant cereal in lieu of 36 oz. of breakfast cereal with a qualifying medical condition and documentation from the medical provider.
- ❖ Participants whose special dietary needs require the use of pureed foods may receive commercial jarred infant food fruits and vegetables in lieu of the Cash Value Voucher with a qualifying medical condition and documentation from the medical provider. **Children** may receive 128 oz. (32 jars) and **women** may receive 160 oz. (40 jars).

**Louisiana Special Supplemental Nutrition Program for Women, Infants and Children (WIC)  
Participants Qualifying Medical Condition for Approved Special  
Formulas/WIC Eligible Nutritionals (Food Package III)**

*The food package is reserved for issuance to infant and children participants who have one or more documented qualifying conditions as indicated below that require the use of a WIC formula because the use of conventional food is precluded, restricted, or inadequate to address their special nutritional needs.*

<b>Participant Category</b>	<b>The issuance of Food Package III is not authorized for these Non-Qualifying Conditions</b>	<b>Qualifying Medical Conditions for issuance of Food Package III Not limited to the following</b>
<b>Infants (up to 12 months)</b>	<ul style="list-style-type: none"> <li>▪ Non-specific formula or food intolerance</li> <li>▪ Only condition is a diagnosed formula intolerance or food allergy to lactose, sucrose, milk protein or soy protein that does not require an exempt (special) formula</li> <li>▪ Participant preference</li> <li>▪ Package may not be issued solely for the purpose of enhancing nutrient intake or managing body weight <b>without an underlying qualifying condition</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Premature birth</li> <li>▪ Low birth weight</li> <li>▪ Failure to thrive</li> <li>▪ Inborn errors of metabolism/metabolic disorders</li> <li>▪ Mal-absorption syndromes</li> <li>▪ Gastrointestinal disorders</li> <li>▪ Immune system disorders</li> <li>▪ Life threatening disorders, diseases and medical conditions that impair ingestion, absorption or utilization or utilization of nutrients that could adversely affect the participant's nutrition status</li> </ul>
<b>Children (up to 5 years of age)</b>          <b>Rev 1/16 DRAFT</b>	<ul style="list-style-type: none"> <li>▪ Non-specific formula or food intolerance</li> <li>▪ Food intolerance to lactose or milk protein that can be successfully managed with the use of one of the other WIC Food Packages (IV–VII).</li> <li>▪ Participant preference</li> <li>▪ Package may not be issued solely for the purpose of enhancing nutrient intake or managing body weight <b>without an underlying qualifying condition</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Premature birth</li> <li>▪ Low birth weight</li> <li>▪ Failure to thrive</li> <li>▪ Inborn errors of metabolism/metabolic disorders</li> <li>▪ Mal-absorption syndromes</li> <li>▪ Gastrointestinal disorders</li> <li>▪ Immune system disorders</li> <li>▪ Severe food allergies requiring an elemental formula</li> <li>▪ Life threatening disorders, diseases and medical conditions that impair ingestion, digestion, absorption or utilization of nutrients that could adversely affect the participant's nutrition status</li> </ul>

**LOUISIANA WIC PROGRAM APPROVED FORMULARY  
AND SUGGESTED FORMULA USE**  
*Exhibit A*

A copy of the current WIC approved Formulary Exhibit A is posted on the Medical Provider web page under “LA WIC Approved Formulary” and also available from your local WIC Clinic/Parish Public Health Unit or the WIC State Agency.

**NOTE:** The information was taken from material provided by formula manufacturers and does not represent an endorsement by the Louisiana WIC Program.



## LOUISIANA WIC SUPPLEMENTAL FOOD PACKAGES

The Louisiana WIC Food Packages are aimed at helping to reduce the rates of obesity in the WIC population. The Louisiana WIC Program recommends that infants 6-12 months of age and children 1-5 consume 2 servings of fruit per day for a healthy diet. The food packages are also designed to encourage participants **two years of age and older to switch to reduced fat, or fat free milk in order to** reduce fat intake and long term health risks. WIC participants receiving special medical formula/WIC eligible nutritionals/food will also receive food from the list below, unless they are contraindicated.

### 1. INFANT MODEL FOOD PACKAGES:

#### Full Nutrition Benefit (FNB)<sup>1</sup> & Maximum Monthly Allowances (MMA)<sup>2</sup>

Infant Age	Infant Type	Contract Formula Issuance	Maximum Infant Food Issuance
0 to 1 month	Partially Breastfed	104 oz. reconstituted powder	None
1 – 3 months	Partially Breastfed	<b>FNB</b> = 364oz.; <b>MMA</b> = 388oz. reconstituted liquid concentrate, <b>or</b> 435oz. reconstituted powder, <b>or</b> 384oz. RTF	None
4 – 5 months	Partially Breastfed	<b>FNB</b> = 442oz.; <b>MMA</b> = 460oz. reconstituted liquid concentrate, <b>or</b> 522oz. reconstituted powder, <b>or</b> 474oz. RTF	None
6 – 12 months	Partially Breastfed	<b>FNB</b> = 312oz.; <b>MMA</b> = 315oz. reconstituted liquid concentrate, <b>or</b> 384oz. reconstituted powder <b>or</b> 338oz. RTF	24 oz. Infant Cereal and 128 oz. Infant Fruits & Vegetables
0 – 3 months	Fully Formula Fed	<b>FNB</b> = 806oz.; <b>MMA</b> = 823oz. reconstituted liquid concentrate, <b>or</b> 870oz. reconstituted powder, <b>or</b> 832oz. RTF	None
4 – 5 months	Fully Formula Fed	<b>FNB</b> = 884oz.; <b>MMA</b> = 896oz. reconstituted liquid concentrate, <b>or</b> 960oz. reconstituted powder <b>or</b> 913 oz. RTF	None
6 – 12 months	Fully Formula Fed	<b>FNB</b> = 624oz.; <b>MMA</b> = 630oz. reconstituted liquid concentrate, <b>or</b> 696oz. reconstituted powder <b>or</b> 643oz. RTF	24 oz. Infant Cereal and 128 oz. Infant Fruits & Vegetables
0 – 5 months	Fully Breastfed	No Formula	None
6 – 12 months	Fully Breastfed	No Formula	24 oz. Infant Cereal, 256 oz. Infant Fruit & Vegetables, and 75 oz. Infant Meats

**NOTE:** *Formula Issuance amounts are pre-calculated in our system.*

<sup>1</sup>**FNB:** the minimum amount of reconstituted liquid concentrate infant formula as specified for each food package category and infant feeding option.

<sup>2</sup>**MMA:** the maximum monthly allowance of liquid infant formula is based on, and accommodates, recent changes in package size availability of liquid concentrate and RTF infant formula while still providing the full nutrition benefit.

## 2. CHILD MODEL FOOD PACKAGE AND MAXIMUM ALLOWANCES

Child's Age	13 – 23 months	2 – 5 years	2 – 5 years NRC 113
<b>Milk &amp; Cheese</b>	3 gallons & 1 quart (Whole only) <b>and</b> 1 lb. cheese	3 gallons & 1 quart (1% or Skim) <b>and</b> 1 lb. cheese	3 gallons & 1 quart (1% or Skim) <b>and</b> 1 lb. cheese
<b>Eggs</b>	1 dozen	1 dozen	1 dozen
<b>Beans or Peanut Butter</b>	1 lb. beans	1 lb. beans <b>or</b> 18 oz. peanut butter <b>(NRC 103, 134, &amp; 135)</b>	1 lb. beans
<b>Single Strength Juice</b>	128 oz.	128 oz.	128 oz.
<b>Cereal</b>	36 oz.	36 oz.	36 oz.
<b>Whole Wheat Bread or Equivalent</b>	2 lbs.	2 lbs.	2 lbs.
<b>Cash Value Voucher</b>	\$8.00 <b>Fresh Only</b>	\$8.00 <b>Fresh Only</b>	\$8.00 <b>Fresh Only</b>

## 3. WOMEN FOOD PACKAGE AND MAXIMUM ALLOWANCES

Women Type	Pregnant	Partially Breastfeeding	<ul style="list-style-type: none"> <li>• Fully Breastfeeding</li> <li>• Multiple Pregnancy</li> <li>• Partially Breastfeeding Multiples</li> <li>• Pregnant &amp; Partially Breastfeeding</li> </ul>	Fully Breastfeeding Multiples	Non Breastfeeding Postpartum
<b>Fish</b>	N/A	45 oz. canned fish	30 oz. canned fish	N/A	N/A
<b>Milk &amp; Cheese</b>	4 gal & 3 qt. (1% OR Skim) <b>&amp;</b> 1 lb. cheese	4 gal & 3 qt. (1% OR Skim) <b>&amp;</b> 1 lb. cheese	5 gal & 1 qt. (1% OR Skim) <b>&amp;</b> 2 lbs. cheese	7 gal & 1 qt. (1% OR Skim) <b>&amp;</b> 3 lbs. cheese	3 gal & 1 qt. (1% OR Skim) <b>&amp;</b> 1 lb. cheese
<b>Eggs</b>	1 dozen	1 dozen	2 dozen	3 dozen	1 dozen
<b>Beans or Peanut Butter</b>	1lb. beans <b>&amp;</b> 18 oz. peanut butter	1 lb. beans <b>&amp;</b> 18 oz. peanut butter	1 ½ lbs. beans <b>&amp;</b> 27 oz. peanut butter	1 lb. beans <b>&amp;</b> 18 oz. peanut butter	1 lb. beans or 18 oz. peanut butter
<b>Single Strength Juice</b>	144 oz.	144 oz.	144 oz.	216 oz.	96 oz.
<b>Cereal</b>	36 oz.	36 oz.	36 oz.	54 oz.	36 oz.
<b>Whole Wheat Bread or Equivalent</b>	1 lb.	1 lb.	1 lb.	1 ½ lbs.	N/A
<b>Cash Value Voucher</b>	\$11.00 <b>Fresh Only</b>	\$11.00 <b>Fresh Only</b>	\$11.00 <b>Fresh Only</b>	\$16.50 <b>Fresh Only</b>	\$11.00 <b>Fresh Only</b>

## **WIC NUTRITION RISK**

A Competent Professional Authority (CPA) is the only staff person who may conduct and evaluate a nutrition risk assessment to determine eligibility for WIC benefits. This is done at each certification and recertification. The nutrition risk assessment includes a review of documentation that supports a medical and/or nutrition history, a measurement of length/height and weight, and a hematological test for anemia (when indicated).

The results of the nutrition risk assessment are used to determine eligibility, identify counseling needs, and assign Nutrition Risk Codes. Nutrition Risk Codes are defined in USDA regulation and assigned a number to designate a specific condition that qualifies an individual for WIC participation.

The Nutrition Risk Codes are also designed with risk code priority levels to ensure that WIC participants at greatest risk continue to receive benefits when adequate funding for food does not exist. The priority levels are also defined in USDA regulation.

There must be documentation from the nutrition risk assessment to justify all assigned nutrition risk codes. Additional assessments (i.e., serum lead level and head circumference, which are not a WIC allowable cost) may be performed and documented to determine nutrition risk but are not a part of the minimum required assessment.

A copy of the Louisiana WIC Program's Nutrition Risk Codes can be requested from the State Agency.

## LOUISIANA WIC PROGRAM DEFINITIONS

- ❖ **INFANTS:** Term used from birth until 1 year of age.
- ❖ **CHILDREN:** Term used between the ages of 1 year and 5 years.
- ❖ **PREGNANT WOMEN:** Women who have been determined pregnant by a health care professional or are visibly pregnant; a home pregnancy test is not accepted as proof of pregnancy.
- ❖ **BREAST FEEDING WOMEN:** Women up to one year postpartum who are fully or partially breastfeeding their infant.
- ❖ **BREAST FED INFANT:** An infant who is being breast fed at least once a day.
- ❖ **POSTPARTUM NON-BREAST FEEDING WOMEN:** Women who are not breastfeeding their infant up to 6 months after termination of pregnancy, whether the pregnancy ended in a viable infant or not.
- ❖ **CERTIFICATION:** The use of financial and nutritional criteria as a part of a procedure to assess and document each applicant's eligibility to participate in the WIC program.
- ❖ **RECERTIFICATION:** The reassessment and documentation of criteria and procedures to determine each participant's continued eligibility for the program.
- ❖ **COMPETENT PROFESSIONAL AUTHORITY (CPA):** Medically trained healthcare professionals, such as Physicians (MD), Nutritionist (LDN or RD), and Nurses (RN), who complete the nutritional risk determination and provide nutritional counseling. Other healthcare professionals, such as a LPN or Health Educator, may be recognized as a CPA only if they have completed a competency based training program. A Health Educator must meet the requirements of Louisiana Civil Service with the required Bachelor Degree or completion of 14 hours of accredited nutrition class work.