

POLICY MANUAL

5. NUTRITION AND BREASTFEEDING SERVICES.

5.06. Issuance of Food Packages.

A. POLICY OVERVIEW:

The Pennsylvania Special Supplemental Nutrition Program for Women, Infants and Children (PA WIC) shall prescribe authorized supplemental foods to eligible participants according to food packages established by USDA. Proration, reissuance, and card balance corrections shall occur based on certain circumstances.

B. DEFINITIONS:

- a. Breastfeeding Woman: A woman who breastfeeds at least once a day.
- b. Partially Breastfeeding Part In: A woman who is breastfeeding an infant but also partially formula feeding the infant up to the maximum allowance described for partially (mostly) breastfed infants.
- c. Partially Breastfeeding Part Out: A woman who is breastfeeding an infant but also partially formula feeding the infant over the maximum allowance described for partially (mostly) breastfed infants.

C. POLICY:

1. Authorized Food Packages:

- a. Supplemental foods shall be provided as a benefit to participants on WIC in an effort to address current public health concerns.
- b. Authorized supplemental foods shall be prescribed according to category, risk and nutritional needs of the participant based on their WIC type on the first of the month:
 - (1) Food Package I -- Infants 0 through 5 months.
 - (2) Food Package II -- Infants 6 through 11 months.
 - (3) Food Package III -- Women, Infants and Children with qualifying conditions.
 - (4) Food Package IV -- Children 12 months and up to age 5.
 - (5) Food Package V -- Pregnant, Pregnant and Partially Breastfeeding (Part Out), and Partially Breastfeeding (Part In) Women.
 - (6) Food Package VI -- Not Breastfeeding Postpartum Women and Partially Breastfeeding (Part Out) Women.
 - (7) Food Package VII -- Fully Breastfeeding Women, Pregnant Women of Multiples, Pregnant Women Fully Breastfeeding or Partially Breastfeeding (Part In) an infant and Partially Breastfeeding Women (Part In) of Multiples.
 - (8) Food Package VII+ -- Fully Breastfeeding Women of Multiples.
- c. The maximum monthly amounts of supplemental foods permitted for each WIC category of participants shall not be exceeded. Refer to State agency (SA) guidance on maximum monthly amounts.

POLICY MANUAL

5. NUTRITION AND BREASTFEEDING SERVICES.

5.06. Issuance of Food Packages.

- d. At least one authorized food in each food category shall be available to participants. For more specific information, refer to Policy 5.07, Food Package Tailoring.
2. Issuance of Food Packages:
 - a. Infants:
 - (1) The infant's package is determined by the breastfeeding description and information gathered in the Management Information System (MIS).
 - b. Pregnant Women:
 - (1) The local agency (LA) staff must encourage the pregnant woman to report the birth of her child to the LA within the month of delivery.
 - (2) A pregnant woman is entitled to her last month of Food Instruments (FIs) any time after her date of delivery but no later than six weeks after delivery.
 - c. Postpartum Women:
 - (1) A postpartum not breastfeeding woman may apply for WIC benefits any time after her date of delivery but no later than six months after delivery.
 - (2) A postpartum, breastfeeding woman may apply for WIC benefits any time after her date of delivery but no later than the infant's first birthday.
 - (3) A multiparous breastfeeding woman can receive Food Package VII if the infants are Partially Breastfeeding (Part In) or at least one of the infants is not receiving any formula. All other partially breastfeeding women of multiples are eligible to receive Food Package V.
 - d. Children:
 - (1) Children are entitled for benefits from age one until the last day of the month of their fifth birthday.
3. Proration of Food Packages:
 - a. The Management Information System (MIS) automatically determines proration for the current month. Prorated food packages could be issued to participants when the following temporary situations occur:
 - (1) Initial participants who come in later in the month and need benefits to reach the beginning of the next month.
 - (2) Participants who have missed picking up their benefits for the current month.
 - (3) Pregnant women being recertified as fully breast feeding after delivery who have already received benefits in the last 30 days that did not include their additional foods.

POLICY MANUAL

5. NUTRITION AND BREASTFEEDING SERVICES.

5.06. Issuance of Food Packages.

- b. The MIS will prorate food packages based on the number of days in the month when 2/3 or 1/3 of the packages will be given. See table below:

Dates of Proration for all Food Packages			
# of Days in Month	Full Package	2/3 Package	1/3 Package
28 Days	1 st – 8 th	9 th – 18 th	19 th – 28 th
29 Days	1 st – 9 th	10 th – 19 th	20 th – 29 th
30 Days	1 st – 10 th	11 th – 20 th	21 st – 30 th
31 Days	1 st – 11 th	12 th – 21 st	22 nd – 31 st

- c. When food packages have been prorated, LA staff shall explain the reason(s) for the proration to the endorser.
- d. Reasonable efforts shall be made to reschedule missed appointments as soon as possible so proration is not necessary.
4. Reissuance of Food Packages:
- a. Prior to reissuing food benefits, LA staff must:
- (1) Document any returned formula in the MIS.
 - (2) Update the food package, if applicable.
- b. Redeemed or expired benefits cannot be reissued.
- c. Use Reissue to Original when formula has been returned on a date when proration occurs. See table above.
5. Card Balance Correction:
- a. The LA shall monitor the Card Balance Correction report monthly to make sure staff are not over issuing or fraud is not occurring.
- b. Over issuance may occur in the following situations:
- (1) When the WIC card has been documented as stolen
 - (2) When the WIC card has been documented as lost
 - (3) When there is a change of custody or foster care
 - (4) When the WIC foods have been destroyed by a documented fire or natural disaster
 - (5) When system errors or other situations occur, contact the SA or help desk.

POLICY MANUAL

5. NUTRITION AND BREASTFEEDING SERVICES.

5.06. Issuance of Food Packages.

Reference(s):

1. WIC Regulations: 7 CFR subparts 246.2 and 246.10.

Policy Status:

1. This Policy supersedes Policy Number 7.02 dated June 19, 2015.
2. This Policy supersedes Policy Number 7.05, dated June 19, 2015.