

# **Checklist:**

## **Local Agency Policy for Unused and Returned WIC Formula**

Washington State WIC Nutrition Program  
DOH 962-1021  
Effective September 7, 2022

This institution is an equal opportunity provider.

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# Checklist

## Local Agency Policy for Unused and Returned WIC Formula

Use this checklist to ensure your policy to donate returned formula contains all required elements, as noted in [Unused and Returned WIC Formulas: Donation Guidelines](#).

**Agency:**

**Contact Name:**

**Phone:**

Required Element	What to look for	Included (Y/N)	Comments
Adhere to the federal <a href="#">Bill Emerson Good Samaritan Food Donation Act</a> .	Does the policy refer to/mention adherence to this?		
Adhere to the <a href="#">Revised Code of Washington (RCW) chapter 69.80</a> .	Does the policy refer to/mention adherence to this?		
Adhere to Chapter 246-215 Washington Administrative Code (WAC), Subpart D - Donated Food Distributing Organizations (aka the <a href="#">Washington State Retail Food Code</a> ): 3. WAC 246-215-03100 4. WAC 246-215-03205 5. WAC 146-215-03255	Does the policy refer to/mention adherence to this?		

Staff assessment of the returned formula.	<ul style="list-style-type: none"> <li>- Inspect the formula cans condition. It must: <ul style="list-style-type: none"> <li>o Be unopened.</li> <li>o Have original label intact.</li> <li>o Not be damaged.</li> </ul> </li> <li>- Assessment of the environment the formula was stored in prior to donation.</li> <li>- Check expiration date.</li> </ul>		
Formula not suitable for donation	<ul style="list-style-type: none"> <li>- Opened or damaged.</li> <li>- Stored in a location for any length of time in temperatures lower than 55 and above 75 degrees F.</li> <li>- Expired.</li> </ul>		
Identify where the returned formula for donation will be stored.	<ul style="list-style-type: none"> <li>- The location must be secure.</li> <li>- The formula must be out of WIC participant view.</li> </ul>		
Contain documentation requirements in participants' Individual Care Plan.	<ul style="list-style-type: none"> <li>- Participant returned formula to the clinic.</li> <li>- Formula name and number of cans.</li> <li>- Reason for return.</li> <li>- How staff handled returned formula.</li> <li>- May contain an example documentation.</li> </ul>		
Where returned formula can be donated.	<ul style="list-style-type: none"> <li>- Must be local food bank/pantry.</li> </ul>		
What not to do with returned formula.	<ul style="list-style-type: none"> <li>- Staff, their family, and their friends may <u>not</u> use the returned formula.</li> <li>- Returned formula may <u>not</u> be issued to participant in the clinic.</li> </ul>		
Returned WIC formula donation record.	<ul style="list-style-type: none"> <li>- Instructions on how to complete the donation record form.</li> <li>- Instructions on where and how long to retain document.</li> </ul>		

Local agency legal authority or leadership policy approval.	<ul style="list-style-type: none"> <li>- Attach approval of the policy with approval statement and signature).</li> <li>- Statement that the donation policy doesn't place any WIC staff in a position that may result in a liability claim.</li> </ul>		
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State staff – reviewed by:

Date:

Returned to LA date:

State staff approved by:

Date:

Approval notification to LA date: