



WASHINGTON WIC PROGRAM

Washington State WIC Manual
Notice of Revision



Date: 5/28/2025

Notice Number: 2024-05

<input checked="" type="checkbox"/> Volume 1	<input type="checkbox"/> Volume 2
Chapter: 24 – Medical Documentation for Formulas and Foods	
Section: See Table of Revisions	
Policy/Recommendation/Description/Procedure:	
Type of Action/Change: <input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete	
If you have questions about this revision or wish additional copies, call or write:	
<p>Department of Health Washington WIC Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410</p>	

Explanation of Revisions:

- This chapter was updated to align with the new food rule updates.
- This chapter goes into effect June 30, 2025.

Attachments:

Memo

Manual Revision

Other _____

This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn't discriminate.



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Table of Revisions

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Through-out chapter	<ul style="list-style-type: none"> • Changed language from WIC Registered Dietitian (WIC RDN) to Registered Dietitian Nutritionist (RDN). • Changed language from medical provider to health care provider. 	
Definitions p. 1	<p>New Definitions section.</p> <p>Includes definitions for standard contract formula, standard non-contract formula, therapeutic formula, WIC Eligible Nutritionals, and therapeutic food.</p>	
General Requirements for Providing Therapeutic WIC Formulas and Foods p. 2 - 6	<p>Policy</p> <ul style="list-style-type: none"> • Removed the following from # 2: This assessment also allows a review of the time, effort, and cost (to the participant or caregiver and the medical provider” if there isn’t a qualifying medical diagnosis. • Added # 2, Tip: It can be helpful to fill in the clinic’s contact information on the bottom of the MDF and have the participant sign the Release of Information (ROI) if they are present in the clinic. • Removed list of qualifying diagnoses, refer to the WIC Medical Documentation Form (MDF). • Revised # 3 to state: Requests for formulas, foods, and WENs requiring medical documentation can be submitted on an MDF or other medical documentation format <i>as long as the medical documentation includes all required elements as described in this policy.</i> • Added # 3, a and b with examples of acceptable medical documentation including: prescription pad of a health care provider with prescriptive authority and discharge paperwork, and older versions of the MDF. • Added # 4 with all the required items for the medical documentation: name of the participant; name of the prescribed formula, food, or WEN; qualifying diagnosis consistent with the usage of the formula, food, or WEN; amount 	

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	<p>needed per day; duration of the prescription; signature, date and contact information of health care provider with prescriptive authority.</p> <ul style="list-style-type: none"> • Added # 5: Staff have the option to contact the health care provider to obtain a verbal order or clarify information on the medical documentation (if a Release of Information form was signed), or access the electronic medical record when the WIC clinic is integrated into a medical facility and obtain the formula order (only when the local agency has a policy for staff to access the electronic medical record). • Added # 5, Note: Staff must request that medical documentation be provided within 2 weeks of obtaining a verbal order or reviewing an electronic medical record. Staff must update the Medical Documentation section of Cascades as needed. • Added # 6: WIC staff must obtain medical documentation in the following situations: for a newly prescribed formula, food, or WEN; changes to the currently prescribed formulas, foods, or WENs; current medical documentation expires and there's still a need for the product; a participant's category changes and there's still a need for the product. • Added # 7: Staff must assign a nutrition risk factor in Cascades based on the qualifying medical diagnosis on the medical documentation. • Added # 8: Staff must assess the amount of formula required to meet the participant's nutritional needs, considering the amount prescribed by the health care provider, the participant's breastfeeding status, and any relevant nutritional or health information. • Added # 9: Caregivers or participants may complete the ROI section of the MDF (Box 6) allowing WIC staff to contact the health care provider with questions. Signing this form is optional for the 	

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	<p>caregiver or participant, but if Box 6 is not completed, the WIC agency’s ROI is required for staff to share participant information with the health care provider.</p> <ul style="list-style-type: none"> • Added # 10: In the Attach Medical Documentation section of the Food Prescription screen, scan the medical documentation into Cascades using the Scan Document button. • Added # 10, a with references to Cascades Steps and Staff Tools. • Added # 10, b: Once staff has scanned the medical documentation into Cascades, it can be shredded or given back to the participant if desired. <p>Procedure Removed procedure. Follow steps in policy.</p>	
<p>Provide Therapeutic WIC Formulas and Foods p. 7 – 8</p>	<p>Policy</p> <ul style="list-style-type: none"> • Changed name from Provide Therapeutic WIC Formulas and Foods <i>to Infants</i>. • Added Considerations for Infants section. <ul style="list-style-type: none"> ○ Added Note: PediaSure is designed for children 2 to 13 years of age. Consult the health care provider when children under 2 years of age are prescribed PediaSure. • Added Considerations for Children and Adults section. <p>Procedure Removed procedure. Follow steps in policy.</p>	
<p>Provide Therapeutic WIC Formulas and Foods to Women and Children</p>	<p>Removed policy.</p>	<p>Information included in the previous policy.</p>
<p>Deferral to the Registered Dietitian Nutritionist for WIC Foods p. 9 - 10</p>	<p>Procedure</p> <ul style="list-style-type: none"> • Added italicized words to D: Contacts the health care provider if the medical documentation doesn’t allow foods that the RDN thinks are medically appropriate (<i>a Release of Information is required to contact the health care provider</i>). • Added G, Note: Staff may also contact the health care provider (if the participant signs a Release of 	

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	Information) for guidance on issuing WIC foods if the RDN is not available.	
Change Therapeutic Formulas and Foods when a Medical Documentation Form is in Effect	Removed Policy	This information was moved to the “General Requirements for Providing Therapeutic WIC Formulas and Foods” policy.
Expired and Discontinued Medical Documentation Form	Removed Policy	This information was moved to the “General Requirements for Providing Therapeutic WIC Formulas and Foods” policy.
Transfer Participants Needing Therapeutic WIC Formulas and Foods p. 11	Policy <ul style="list-style-type: none"> • Added # 1: Staff must follow WIC policies and procedures for transfer participants. (Added reference to Volume 1, Chapter 21 – Transfers.) • Added # 2: Medical documentation is required for therapeutic formulas (including WIC Eligible Nutritionals - WENs) and foods when participants transfer from another WIC clinic. Medical documentation from the previous WIC clinic meets this requirement. <ul style="list-style-type: none"> ○ In-State Transfers: Medical documentation from in-state transfers may be accepted up to the duration of the prescription. ○ Out-of-State Transfers: Medical documentation from out of state may be accepted for up to 3 months but not exceeding the original expiration date, to allow the participant time to obtain a new medical provider. • Added # 3: When medical documentation is not available from the previous clinic, staff may contact the health care provider to request the medical documentation. A Release of Information (ROI) is required. • Added # 4: If staff cannot obtain the medical documentation from the previous WIC clinic or health care provider, then staff may ask the participant to get new medical 	

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	<p>documentation from their health care provider.</p> <p>Procedure Removed procedure. Follow steps in policy.</p>	
<p>Provide Medical Foods and Medical Formulas through WIC p. 17 - 22</p>	<p>Policy</p> <ul style="list-style-type: none"> • Added 2, c: WIC staff complete the “Return completed form to your patient or to the local WIC clinic” box on the Medical Foods and Medical Formulas form before giving the form to the participant or caregiver to take to the health care provider. This informs the health care provider where to return the Medical Foods and Medical Formulas form and how to contact local clinic WIC staff if the health care provider has any questions or concerns. <p>Procedure</p> <ul style="list-style-type: none"> • Removed from A, 6 Note the ability for any staff to contact state WIC staff to request medical food and/or formula for a WIC participant. The Registered Dietitian Nutritionist must be the primary contact making the request for therapeutic formula or WENs from State WIC. • Added italicized words to C: Submit to state WIC staff (<i>using a secure email</i>) a completed copy of the Medical Foods and Medical Formulas form from the health care provider documenting the following: • Revised M: Changed Family Alert to note in the Individual Care Plan. 	
<p>Appendix</p>	<ul style="list-style-type: none"> • Removed Calculate the Amount of Formula When a Provider Prescribes the Number of Ounces per Day. • Removed Process to Request Formula from Medicaid. This form is posted online. • Removed WIC Clinic Response to Formula Requests. 	