

Washington WIC Infant to Child Standard Formula Exchange Form

Child's Name _____ Date of Birth _____

Participant ID: _____ Caregiver's Name _____

Review WIC formulas here: <https://doh.wa.gov/you-and-your-family/wic/wic-foods/infant-formula>

A Competent Professional Authority (CPA) must complete this form when a child turns age 1 but still has their 11th month infant benefits issued and would like to exchange standard formula. Please review the instructions on page 2 for more details.

1. Select the standard formula currently issued:

- ☐ Similac Advance ☐ Similac Soy Isomil ☐ Similac Total Comfort
☐ Similac Sensitive

2. Select the formula exchange reason:

- ☐ Caregiver request
☐ Staff error
☐ Other, explain reason below:

3. Select the new standard formula to be issued:

- ☐ Similac Advance ☐ Similac Soy Isomil ☐ Similac Total Comfort
☐ Similac Sensitive ☐ Additional notes attached

4. Enter the dates for the new standard formula:

Effective date (today's date): _____

Expiration date (Last Day to Spend of the current benefit period): _____

5. Clinic information

WIC Clinic: _____

Staff name/role: _____ Phone: _____ Fax: _____
 (Print)

Signature: _____ Date: _____

Child Issued Infant Benefits

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WIC is a supplemental food and nutrition program. WIC doesn't provide all of the formula or foods an infant needs each month. Due to federal regulations, we are only able to offer the following standard formulas without a Medical Documentation Form: Similac Advance, Similac Soy Isomil, Similac Sensitive, and Similac Total Comfort.

INSTRUCTIONS TO COMPLETE THE FORM:

Participant Information: Print first and last name, participant ID, date of birth, and name of caregiver.

1. Select the standard formula currently issued.

- The formula must be standard to use this form.
- The formula is shown on their Shopping list.

2. Select the reason for exchanging formula.

- The reason for the exchange is important for documentation purposes. Examples may include:
 - Family requests alternate standard formula.
 - Incorrect formula was issued.

3. Select the new standard formula to be issued.

- The new formula must also be a standard formula.
- This is the new formula that you are exchanging for the previously issued standard formula.
- If you have additional notes or documents to attach with this form, select the "Additional notes attached" box.

4. Enter the dates the new standard formula is issued.

- Effective date is today's date.
- Expiration date is the Last Day to Spend date for the current benefit period.

5. Enter clinic information.

- Print name of clinic, staff member, sign, and date the form.
- A signature is **required** along with a phone number and date.

6. Additional information

- WIC staff may call the healthcare provider's office if there's missing information or to clarify the request.
- CPA only uses this document for standard formula.
- Request the caregiver complete a Release of Information Form to share information with the healthcare provider as needed.

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

To request this document in another format, call 1-800-841-1410.

Deaf or hard of hearing customers, please call 711 (Washington Relay) or email WIC@doh.wa.gov.