

New Food Rule Checklist – Child and Adult Food Prescriptions

1. **Provide Education About Food Changes** (refer to *New Food Packages Sample Conversation*)
2. **Update ALL Current and Future Food Prescriptions** (see *Infant Food Prescriptions* to update the **6 to 11 Months** prescription).

Steps	Procedure	Handout
Check Each Food Prescription	<ol style="list-style-type: none"> 1. Does the Quantity of Bread/Whole Grains match the Category Max Quantity? <ol style="list-style-type: none"> a. Yes – Don't need to update food prescription. b. No – Update food prescription. Follow steps below. 	
Current Food Prescriptions (start date is BEFORE TODAY)	1. Add a new food prescription with today's date.	
	2. Ask substitution options: Juice, Milk, Eggs.	<i>WIC Substitutions – Children and Adults</i>
	3. Advise on quantity changes: Juice, Milk, Whole Grains, Fish.	<i>Your New WIC Foods</i>
	4. Once all food prescriptions are updated, click Save.	
Future Food Prescriptions (start date is TODAY or AFTER TODAY)	<ol style="list-style-type: none"> 1. Does the family want cheese? <ol style="list-style-type: none"> a. Yes – Make milk Quantity 0.75 gal less than Category Max per lb. b. No – Enter 0 for Quantity of cheese, set Milk to Category Max. 	
	<ol style="list-style-type: none"> 2. Update Quantities to match Max Quantity for: <ol style="list-style-type: none"> a. Fruit and Vegetable – Cash Value Benefit b. Bread/Whole Grains c. Juice 	
	3. Add fish with Max Quantity.	
	<ol style="list-style-type: none"> 4. Add a new food prescription (optional). <ol style="list-style-type: none"> a. Start date is 1 day after original prescription's start date. 	
	<ol style="list-style-type: none"> 5. Ask substitution options: Juice, Milk, Eggs. <ol style="list-style-type: none"> a. Enter choices on original <u>and</u> new Food Prescription (if added). 	<i>WIC Substitutions – Children and Adults</i>
	6. Advise on quantity changes: Juice, Milk, Whole Grains, Fish.	<i>Your New WIC Foods</i>
	7. Once all food prescriptions are updated, click Save.	
Issue Food Instruments	<ol style="list-style-type: none"> 1. REVIEW the family's benefits carefully and Issue Benefits. 2. Remind families to REVIEW THEIR FOOD BENEFITS BEFORE GOING TO THE STORE. 	