

- I. Utah Formula and Food Authorization Form (FAFAP)
 - a. FAFAPs are not required for the following Standard Primary Contract Infant formulas:
 - i. Similac Advance
 - ii. Similac Soy Isomil
 - iii. Similac Sensitive
 - iv. Similac Total Comfort
 - b. All other formulas and WIC-eligible nutritionals require a FAFAP for issuance.
 - c. FAFAPs are required for all children, at 12 months of age and older, who are receiving infant formula, including contract formula.
 - d. Medical order or prescriptive requirements to be filled out on the FAFAP. All of the following information must be included in order for the FAFAP to be considered complete and the product ordered or issued.
 - i. Name of participant.
 - ii. Participant's date of birth.
 - iii. Formula or nutritional prescribed.
 - iv. Medical diagnosis warranting the issuance of the product.
 - v. Form of product: Powder, Concentrate, or Ready-to-Feed.
 - vi. Specific amount of formula prescribed (e.g. 3 cans per day); a range is not appropriate.
 - vii. Length of time the prescribed product is medically required. A valid FAFAP may be written for 1 month, 2 months, 3 months, etc. up to 12 months, but no longer than 12 months. Six months will be used as the length of time, including the current month, if nothing is marked.
 - viii. Signature and name of the requesting state licensed prescriptive authority (physician-MD, doctor of Osteopath-DO, nurse practitioner-NP, physician assistant-PA, certified nurse midwife-CNM).
 - ix. Clinic or hospital name, phone number, and fax number if applicable.
 - x. Date FAFAP is completed. A FAFAP is invalid if the date is older than 60 days from when it's received in the WIC clinic.
 - e. Additional FAFAP requirements.
 - i. The competent professional authority (CPA) must initial and date the completed FAFAP to indicate that it has met all of the above requirements.
 - ii. A licensed prescriptive authority, or someone working under their supervision, is the only one allowed to complete a FAFAP. If it's suspected that a participant completed the FAFAP themselves, the

CPA should call the participant's healthcare provider to verify the information on the FAFAF.

1. If it's determined the FAFAF was not completed by a prescriptive authority, a new FAFAF completed by a prescriptive authority must be obtained before the prescribed product can be issued.
 2. If a new FAFAF completed by a prescriptive authority is not obtained, do not issue the prescribed product.
 3. The CPA should discuss these situations with their clinic supervisor to determine if a participant violation is warranted.
- iii. Completed FAFAFs must be scanned into the participant's record in VISION within 10 business days.
- f. FAFAFs may be received as a hard copy, electronically, or as a facsimile.
- g. If a FAFAF is not available at their WIC visit:
- i. The CPA may receive the information prior to issuance by telephoning the prescriptive authority's office.
 - ii. The CPA must document all information obtained from the doctor or the doctor's staff who reads directly from the medical chart the notes that have been written by the prescriptive authority regarding the participant's nutritional status/intake in VISION.
 - iii. A completed FAFAF must be obtained within 2 weeks of the participant's WIC visit.
 - iv. Medical documentation received over the phone must only be used when absolutely necessary and on an individual basis. It should only be used to prevent undue hardship to a participant or to prevent a delay in the provision of formula which would place the participant at increased nutritional risk.

II. FAFAFs and Care Plans.

- a. All children over 12 months old being issued infant formula require a care plan when a FAFAF is received or renewed.
- b. Care plans are required for high-risk participants whenever a FAFAF is received or renewed.
- c. Participants who are not high risk do not require a care plan when a FAFAF is received or renewed, unless they are a child over 12 months old being issued infant formula.

III. Out-of-State Prescription.

- a. If a WIC participant transfers from another state and has a complete prescription on a WIC form from that state, the prescription may be honored for the time specified on the form. However, if the prescription is

expired, the client will need to obtain a new FAFAF before a non-contract formula or WIC-eligible nutritional is issued.

IV. See table below for procedures related to formula changes.

If...	Then.
A healthy full-term infant demonstrates symptoms of intolerance to primary contract formulas...	Refer them to their primary care provider. The participant must obtain a complete FAFAF if a non-contract formula is needed.
A healthy full-term infant received a FAFAF for a non-contract formula because of symptoms of intolerance and the FAFAF has expired...	Issue a primary contract formula. If a non-contract formula is still needed, refer the participant to their primary care provider for a new FAFAF.
An infant/child is <u>high risk</u> and has been on a stated-ordered or non-contract formula and the parent/caretaker states the MD gave permission to transition to a primary contract formula. Their current FAFAF for the non-contract formula has not expired...	Refer them to their primary care provider. Explain to the participant that the FAFAF must be honored for the time frame specified on the FAFAF. The participant or CPA must contact the primary care provider and obtain verbal or written approval for the primary contract formula before it can be issued. Documentation of this approval must be made in VISION.
An infant/child is <u>high risk</u> and has been on a non-contract formula or nutritional. The parent/caretaker states the MD gave permission to transition to a primary contract formula or standard food package and the current FAFAF has expired...	The CPA confirms with the parent/caregiver that the product is no longer needed and issues a contract formula or standard food package.
An infant/child is <u>not high risk</u> and the parent/caretaker states the MD gave permission to transition from a non-contract formula to a primary contract formula and their current FAFAF for the non-contract has not expired...	The CPA must document in VISION that the parent/caretaker states the MD gave permission to transition to a primary contract formula. Issue primary contract formula.
An infant/child is <u>not high risk</u> and the parent/caretaker states the MD gave permission to transition to a primary contract formula and their current FAFAF for the non-contract formula has expired...	Issue primary contract formula.