

Proration of Food Packages

- I. Food packages are “prorated” or reduced when less than a full package is needed. The VISION system makes proration automatically according to the issuance date. This adjustment is based on three ten-day periods for the month. VISION will determine whether a 1/3, 2/3 or a full package (no proration) will be issued. Cash-value vouchers cannot be prorated.
- II. Local agencies will issue appropriate prorated food benefits in the initial month of certification.
- III. Prorated food packages are issued when a participant picks up checks late. A CPA must authorize proration overrides; justification must be documented in the comment section. Below is a list of valid reasons to override a proration:
 - a. Participant has special nutritional needs. Proration overrides for nutritional reasons require State nutrition staff approval.
 - b. A clinic error occurred with the printed checks and the checks need to be reprinted.
 - c. Participant is late to pick up checks due to clinic schedule, illness or extreme weather conditions. The participant must have contacted the clinic prior to the date that the proration would have occurred. The clinic must reschedule the client within 1-2 working days.
- IV. When using the proration override, the amount of food issued to the participant must be nutritionally appropriate for the remaining length of time in the current issuance period, before the next issuance.