

## Tailoring Food Packages

- I. The goal of the food package tailoring guidelines is to make sure that all participants receive the Utah WIC food package that best meets their individual nutritional needs.
  - a. The tailoring guidelines allow CPAs to issue food packages that directly correspond to the nutrition counseling they give.
  - b. There are many model food packages available within each participant category. Take time to review them before you tailor a food package.
    - i. In VISION, model food packages are found in the Model Food Package drop-down list in the Food Package screen.
- II. Food package tailoring must follow state-approved policies and procedures and may occur at the following times:
  - a. WIC appointments.
  - b. Any time that a prescriptive authority (e.g., healthcare provider) documents the need for a change.
  - c. At the request of the participant.
  - d. At the discretion of the CPA, when appropriate.
    - i. Changes may include decreasing or eliminating food(s) that the participant is not consuming.
- III. Food package tailoring is only allowed for individuals, and not for groups of individuals.
  - a. Individual tailoring for economic reasons (i.e., to save program costs) cannot be performed in local WIC clinics.
- IV. Food packages are to be assigned and tailored only by CPAs.
  - a. Foods prescribed or restricted by a healthcare provider, as indicated on a Food and Formula Authorization Form (FAFAF), must be followed when you assign or tailor a food package.
- V. Changing food packages.
  - a. Non-formula food packages may only be changed in the current month if family benefits **have not** been purchased for the current month.
    - i. When any family benefits have been purchased in the current month, the new food package with changes must start the following month.

- b. Formula food packages may be changed in the current month when there are changes to **formula**, even if family benefits have been purchased. Types of foods cannot be changed in the food package for the current month (e.g., you cannot change from regular cow's milk to lactose-free milk).
    - i. CPAs must check the "To Be Issued" amounts on the Economic Unit Balance-to-Issue pop-up window before benefits are issued. If any of the benefits to be issued are incorrect, the CPA must contact the Help Desk to correct the benefit amounts.
- VI. The maximum monthly allowances (MMA) or full nutritional benefit (FNB) of all formulas and WIC-eligible nutritionals must be made available to participants.
  - a. Following a WIC nutrition and breastfeeding assessment of the needs of the dyad, breastfed infants, even those in the fully formula fed category, should be issued the quantity of formula needed to support any level of breastfeeding up to the FNB. This amount may be less than the FNB.
  - b. Formulas and WIC-eligible nutritionals issued in VISION do not need to be prorated based on the date the food package is issued.
  - c. State-ordered formula must be prorated based on the date it is issued.
- VII. The full quantities of all foods in each food package must be made available to participants.
  - a. The WIC food packages should not be tailored at the expense of the participant's nutritional status.
  - b. Issuing less than the full quantity of all foods in a food packages is only appropriate when:
    - i. Medically or nutritionally warranted (e.g., to eliminate a food due to a food allergy).
    - ii. A participant requests to remove or decrease the quantity of food(s).
      - 1. Reassure the participant that if their needs change, the food package can be increased up to the full quantity of foods again.
- VIII. Documentation in VISION is needed when you tailor the food package in certain situations.
  - a. Documentation is **required** when you issue the following:
    - i. Plant-based milk
    - ii. Lactose-free milk

- iii. Goat milk for 1-year-olds
  - iv. Reduced and Nonfat subcategory of yogurt for 1-year-olds
  - v. 2% milk for any participant
  - vi. Nut and seed butters
  - vii. CVB for infants 6 to 11 months old
  - viii. Contract formula in ready-to-feed (RTF) or concentrate form
  - ix. Foods or formulas as prescribed on FAFAFs
- b. Documentation is **not required** when you issue the following:
- i. Legumes instead of eggs
  - ii. Tofu at the allowed substitute rate for milk
  - iii. More CVB instead of juice
  - iv. Yogurt at the allowed substitute rate for milk
  - v. Cheese at the allowed substitute rate for milk
  - vi. Any other tailoring that is not listed above in VIII.a.
- c. Documentation must be done in the “Comments” field below the food package grid in the Food Package screen. FAFAF item documentation only requires the “Documentation” screen on the Food Package panel be completed and the FAFAF uploaded to VISION within 10 days.
- d. It may also be helpful to document reason(s) for tailoring in the participant’s care plan.

IX. Tailoring milk and milk alternatives.

- a. Whole milk and whole and reduced-fat yogurt are the standard issuance for 1-year-old participants.
- i. Fat-reduced milks (i.e., 2% or skim/1% milk) and reduced and nonfat yogurt may be issued by CPA discretion to 1-year-old participants with certain conditions (i.e., Nutrition Risk Factors overweight or obese).
    - 1. The CPA must document the medical or nutritional reason for issuance.
- b. Skim/1% milk and reduced and nonfat yogurt are the standard issuance for children 2 through 4-years-old and women participants.
- i. Reduced-fat (2%) milk is authorized for participants with certain conditions (e.g., Nutrition Risk Factors underweight, low maternal weight gain).
    - 1. The CPA must document the medical or nutritional reason for issuance.
      - a. Transitioning between milk fat contents (e.g., whole milk to skim/1%), tolerance, increased milk intake, and preference are **not** allowable reasons for issuing 2% milk.

- ii. Whole-fat milk and whole-fat yogurt may be issued to children 2 through 4-years-old and women if they have a FAFAF for an exempt formula or WIC-eligible nutritional, and whole milk is prescribed on the FAFAF as well.
  - 1. The participant may choose which fat content of yogurt they'd like in these situations. They may choose whole and reduced fat yogurt, or reduced and nonfat yogurt.
- c. Milk alternatives may be used when tailoring the milk portion of food packages.
  - i. Milk alternatives include: Cheese, yogurt, tofu, lactose-free milks, acidophilus milk, UHT, nonfat dry (powdered) milk, evaporated milk, goat's milk, buttermilk, and plant-based beverages (i.e., soy milk or non-soy plant-based milk).
  - ii. Lactose-free, soy, non-soy plant-based, and goat milks can be substituted for milk at a rate of 1 gallon to 1 gallon.
  - iii. Cheese can be substituted for milk at a rate of 1 pound (lb.) of cheese per 3 quarts (0.75 gallon [gal.]) of milk without a FAFAF.
    - 1. Maximum substitution amounts are as follows:
      - a. 1 lb. of cheese (0.75 gal. of milk) for Food Packages IV-VI.
      - b. 2 lb. of cheese (1.5 gal. of milk) for Food Package VII.
      - c. 3 lb. of cheese (2.25 gal. of milk) for women fully breastfeeding multiples.
  - iv. Yogurt may be substituted at a rate of 32 ounces (oz.) of yogurt for 1 quart (0.25 gal.) of milk. Yogurt may only be issued in 32 oz. increments.
    - 1. Maximum substitution amounts are as follows:
      - a. 64 oz. of yogurt (0.5 gal. of milk) for Food Packages III-VII.
      - b. 96 oz. of yogurt (0.75 gal. of milk) for women fully breastfeeding multiples.
  - v. Tofu may be substituted at a rate of 1 lb. of tofu for 1 quart (0.25 gal.) of milk without a FAFAF.
    - 1. Maximum substitution amount is as follows:
      - a. 4 lbs. of tofu (1 gal. of milk) for Food Packages III-VII and women fully breastfeeding multiples.

X. Tailoring legumes.

- a. Legumes may be substituted at a rate of 1 jar/bag of legumes for 1 dozen eggs.
- b. All eggs may be substituted for legumes in Food Packages III-VII and for women fully breastfeeding multiples.

- c. When a WIC participant or household member has a peanut allergy, nut and seed butters may be substituted at a rate of 1 jar/bag of nut and seed butters for 1 jar/bag of legumes.

XI. Tailoring juice.

- a. The cash-value benefit (CVB) may be substituted for the juice benefit.
  - i. Substitution amount is as follows:
    - 1. \$3 CVB for the entire juice benefit for Food Packages III-VII.
    - 2. \$4.50 CVB for the entire juice benefit for women fully breastfeeding multiples.
    - 3. CVB substituted for juice may be substituted for jarred infant fruits and vegetables when prescribed on a FAFAF.
- b. Convenience packs of juice are only allowed when there is a lack of refrigeration.
  - i. Personal preference for convenient packs is not a valid reason for tailoring.

XII. Tailoring for special needs (e.g., participants experiencing homelessness, storage or refrigeration problems, or limited resources).

- a. WIC participants who don't have a permanent place of residence (e.g., due to loss of income, disaster, eviction, domestic violence situations) may be temporarily relocated to emergency shelters, motels, hotels, or makeshift abodes within their WIC service area. Due to this, access to cooking facilities, refrigeration, and acceptable storage areas for food may not be available. The types of WIC foods issued must take into account the cooking and storage facilities available to these participants.
  - i. The "No Refrigeration" Food Package is meant to help accommodate participants in these situations.
- b. The CPA should determine the availability of the following before the food package is issued:
  - i. Refrigeration for foods and prepared formula.
  - ii. Cooking facilities.
  - iii. Food storage facilities.
  - iv. Eating utensils.
  - v. The number and size of bottles for infant formula.
  - vi. Bottle washing or sterilization capabilities.
  - vii. The parent or guardians' competence in preparation, storage, and feeding of WIC foods (especially foods that are perishable).
- c. Specific education on the use and storage of foods should be provided.

XIII. Tailoring Food Packages II and III.

- a. Food Packages II and III for infants 6 through 11 months.
  - i. Infants, 6 through 11 months, may substitute:
    - 1. Half of their infant food fruits and vegetables for \$11.00 CVB and 64 oz. of infant food fruits and vegetables, or
    - 2. All of their infant fruits and vegetables for \$22.00 CVB.
  - ii. This substitution may be made only after a CPA has assessed developmental readiness, safe food preparation, storage techniques, and feeding practices to make sure participants are meeting their nutritional needs in a safe and effective manner.
  - iii. This substitution must be the choice of the parent or guardian and documented in the “Comments” field below the food package grid in the Food Package screen.
- b. Food Package III for children and women.
  - i. Qualifying medical conditions (e.g., prematurity, developmental delays, dysphasia [swallowing disorders]) may necessitate a medical order for jarred infant food fruits and vegetables or infant cereal.
  - ii. CPA discretion alone to issue jarred infant food fruits and vegetables or infant cereal is not allowed.
  - iii. The CVB may be substituted for jarred infant food fruits and vegetables if the participant has a FAFAF for an exempt formula or WIC-eligible nutritional, and pureed fruits and vegetables is prescribed on the FAFAF as well.
    - 1. The quantity of jarred infant food fruits and vegetables issued is based on the substitution of 6.25 oz. of infant fruit and vegetables for \$1 CVB, rounded down to the nearest whole 4 oz. jar.
    - 2. If the CVB is substituted for jarred infant food fruits and vegetables, the full CVB amount must be substituted (i.e., you cannot issue half the CVB amount, and half jarred infant food fruits and vegetables).
    - 3. If CVB is substituted for the juice benefit, that CVB may be substituted for jarred infant fruits and vegetables when prescribed on a FAFAF.
  - iv. Adult cereals may be substituted for infant cereals if the participant has a FAFAF for an exempt formula or WIC-eligible nutritional, and infant cereal is prescribed on the FAFAF as well.
    - 1. 32 dry oz. of infant cereal may be substituted for 36 oz. of adult cereal for women and children.
    - 2. 48 dry oz. of infant cereal may be substituted for 54 oz. of adult cereal for women fully breastfeeding multiples.
    - 3. If adult cereals are substituted for infant cereals, the full amount must be substituted (i.e., you cannot issue half infant cereal, and half adult cereal).

- v. The prescribed foods may still be issued, even if Medicaid is the primary payor of the prescribed exempt formula or WIC-eligible nutritional.