

**Indiana WIC Program
Indiana State Department of Health**

Returned Formula

Policy

Local agencies will accept returned formula purchased with the eWIC card for the purpose of making an equivalent exchange. Returned formula cannot be reissued and must be destroyed.

Authority

7 CFR Part 246.4(a)(14)(xviii)

Procedures

- I. Management of returned formula
 - A. Receipt of returned WIC formula must be documented on the Destruction of Returned Formula Log by noting:
 - date received,
 - client name or identification number,
 - formula name,
 - type and amount of formula returned, and
 - staff initials.
 - B. The Destruction of Returned Formula Log must be filed and retained with the WIC Finance Records for the purpose of fraud prevention.
 - C. Returned formula must be kept out of sight of clients. The formula must be destroyed the same day before the clinic closes.
 - D. The Destruction of Returned Formula Log will be monitored by the local agency Coordinator or designee and reviewed by Indiana WIC staff during the biennial clinic review.
- II. Food package change after formula return
 - A. Returned WIC formula purchased during the current month only may be exchanged through food package change.
 - B. Formula will be exchanged based on the equivalent quantity of reconstituted formula being returned and formula being issued.
 - C. Formula being returned with or without an equivalent exchange must be documented in either a general note, nutrition ed

counseling note or Individual Care Plan/follow-up note in the client chart.

III. Disposal of returned formula

- A. Pour concentrate formula down the drain
- B. Pour powdered formula into the trash
- C. Note destruction of the formula on the destruction of returned formula log.