

**ISSUE DATE:** February 9, 2015

**TO:** WIC Program Coordinators  
Other WIC Policy and Procedure Manual owners

**FROM:** Holly Wilkalis  
Oregon WIC Program – Nutrition & Health Screening  
OHA Office of Family Health

**SUBJECT: WIC Policy Update 2015-01**



**EXPLANATION:**

- ◆ **145 – State Office: Address and Staff**
    - Policy DELETED
  - ◆ **150 – Local Program Addresses and State Map**
    - Policy DELETED
  - ◆ **485 – WIC ID Number and ID card**
    - Updating review date only, no changes to policy
  - ◆ **654 – Participant Transfers Within State**
    - Updating review date only, no changes to policy
  - ◆ **769 – Assigning WIC Food Packages**
    - Updated to add a new category of participant who can receive the Fully Breastfeeding Food Package - pregnant women who are fully or mostly breastfeeding an infant.
  - ◆ **770 – WIC Authorized Foods**
    - The section on allowed fruits and vegetables was updated to include any variety of fresh or frozen vegetables (except those with added sugars, salt, fats or oils). In other words, any fresh or frozen, whole or cut potatoes are allowed, except for French fries, hash browns, potatoes O'Brien or tater tots.
- \*\*\*For more information about changes to policies 769 and 770, see email from Karen Bettin dated 2/2/2015, subject "Resending: Action Required: Two Food Package Changes to Implement Starting March 1."\*\*\**
- ◆ **901 – TWIST Data System Security**
    - Updating review date only, no changes to policy



**WIC Policy Updates Issued for 2015  
(Year-To-Date)**

<b>Manual Update Number</b>	<b>Policy Number</b>	<b>Policy Title</b>	<b>Manual Page Number(s)</b>	<b>Issue Date</b>
2015-01	485	WIC ID Number and ID Card	485.0 – 485.3	February 9, 2015
2015-01	654	Participant Transfers Within State	654.0 – 654.2	February 9, 2015
2015-01	769	Assigning WIC Food Packages	769.0 – 769.19	February 9, 2015
2015-01	770	WIC Authorized Foods	770.0 – 770.19	February 9, 2015
2015-01	901	TWIST Data System Security	901.0 – 901.1	February 9, 2015
2015-01	145	State Office: Address and Staff	DELETED	February 9, 2015
2015-01	150	Local Program Addresses and State Map	DELETED	February 9, 2015



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**POLICY:** Each family will be assigned a WIC identification (ID) number. Each participant will have a unique participant number. A WIC identification (ID) card will be issued to each family. Two authorized shoppers are allowed to sign the WIC ID card.

**PURPOSE:** The WIC ID card is issued to ensure that food instruments (FIs) are being used for the benefit of the WIC participant. The person(s) whose signature(s) appears on the card is (are) authorized to obtain and redeem WIC FIs for the WIC participants listed on the card. The WIC ID number is used to identify and track the participant in TWIST.

**RELEVANT REGULATIONS:** 7 CFR 246.7—Certification of participants  
7 CFR 247.12—Food delivery systems

**OREGON WIC PPM REFERENCES:** ♦425—Ordering State Produced Materials  
♦451—Change in Guardianship  
♦540—Proxy System  
♦610—Proof of Identity and Residency

**TWIST TRAINING MANUAL REFERENCES:** Chapter 3, Lesson 101—Producing a WIC ID Card

**DEFINITIONS:** *First authorized signer* The participant, parent or caretaker who shows proof of identity at enrollment and signs the WIC ID card on the first line. The WIC ID card acts as proof of identity for this individual.

*Second authorized signer* The individual who has signed the WIC ID card on the second line with the permission of the first authorized signer. This individual may attend nutrition education appointments, bring in a child for certification appointments, and spend WIC FIs using the WIC ID card. The WIC ID card **does not** act as proof of identity for this person.

**PROCEDURE:**

- WIC ID numbers**
- 1.0 WIC ID numbers are assigned automatically in the TWIST data system.
  - 1.1 The WIC ID number consists of the eight-digit family number followed by the two-digit participant number. Participant numbers are assigned to family members in the order of their enrollment in TWIST beginning with 01.

**WIC IDENTIFICATION NUMBER AND WIC ID CARD, cont.**

(WIC ID numbers:)

EXAMPLE: Mom 00646582-01  
Child 00646582-02  
Infant 00646582-03

*Transfers within  
Oregon*

1.1.1 Participants transferring from another WIC clinic within Oregon will continue to use the family and participant number assigned by the losing clinic. The number can be obtained from the WIC record in TWIST.

*Custody changes*

1.1.2 If custody of a child changes (e.g., child goes into foster care, is adopted, custody changes from one parent to the other, etc.), a *new* WIC ID number should be assigned for confidentiality purposes. A new WIC ID card should be issued. See ♦451—Change in Guardianship for more information.

***Ordering WIC  
ID cards***

2.0 Monitor your supply of WIC ID cards carefully and order additional cards when you have a minimum of a one-month supply. When ordering, local programs should order a six-month supply. See ♦425—Ordering State Produced Materials for information on ordering WIC ID cards (form 57-620).

2.1 WIC ID cards may be produced by TWIST. See the TWIST Training Manual, Chapter 3, Lesson 101—Producing a WIC ID Card for more information.

***Issuing WIC ID  
cards***

3.0 Issue only one WIC ID card per family. Explain the purpose and use of the card to the participant, parent or caretaker, including presenting the card at the store when shopping with WIC FIs. WIC shoppers must have a valid WIC ID card to redeem FIs. If a card is lost or destroyed, replace it with a new one (see ¶5.0 below).

3.1 Verify proof of identity for the person signing the WIC ID card. See ♦610—Proof of Identity and Residency for more information.

3.2 Fill in the following information when issuing a WIC ID card:

- First and last names of all WIC participants in the family.
- WIC ID number for each participant (update as new family members are enrolled).
- Clinic phone number (write or stamp on the back of the WIC ID card as a reference for the participant and vendor).
- Next appointment date and time (if card is used for this purpose).
- Space is provided on the inside of the card to include medical information for each participating family member if the participant/parent so desires (completing this section is optional).

***Authorized  
signatures***

4.0 Ask the participant, parent or caretaker to sign on the first signature line as soon as she/he receives the WIC ID card.



**POLICY:** The Oregon WIC program shall follow a uniform method of transferring participant records within Oregon’s local WIC programs to ensure consistent service to participants and to prevent duplication of voucher issuance and records.

**PURPOSE:** A statewide uniform method for transferring participant records between Oregon’s local WIC programs will help ensure that participants who move within the state continue to receive program benefits without inconvenience or undue delay.

**RELEVANT REGULATIONS:** 7 CFR §246.12¶(3)—Food delivery systems  
 7 CFR §246.7 ¶(j)(4)—Notification of participant rights and responsibilities  
 7 CFR §246.7 ¶(k)(1)(3-4)—Transfer of certification  
 FNS Instructions, 803-11, Rev 1, December 1988.

**OREGON WIC PPM REFERENCES:** ♦475—Waiting List  
 ♦635—Participant Notification: Eligibility and Rights & Responsibilities  
 ♦653—Participant Transfers Into and Out of State

**TWIST TRAINING MANUAL REFERENCES:** Chapter 3, Lesson 804—Transfers

**DEFINITIONS:**

<i>Gaining clinic</i>	The local Oregon clinic serving the geographical area in which the WIC participant now resides. The participant contacts the new clinic and requests that WIC benefits be transferred from the original Oregon clinic.
<i>Losing clinic</i>	The original Oregon clinic from which the WIC participant moves.
<i>TWIST</i>	The Oregon WIC program’s data system: The WIC Information System Tracker.

**PROCEDURES:**

- Ability to transfer*
- 1.0 All participants shall be informed of the ability to transfer WIC benefits at their initial certification and when participants indicate that they may be moving.
  - 2.0 Participants who indicate they may move to another local program within Oregon will be transferred in TWIST. For information on transferring participants into and out of Oregon, refer to ♦653—Participant Transfers Into and Out of State.

## PARTICIPANT TRANSFERS WITHIN STATE, *cont.*

- Transferring from your clinic***
- 3.0 When a WIC participant is moving from your clinic area to another Oregon clinic area:
- 3.1 Give the participant the name, address, and telephone number for the local WIC program serving the area to which s/he is moving.
  - 3.2 Instruct the participant to notify the new program and request to be transferred electronically from the original program.
  - 3.3 Change the transaction type to “Termination” on the participant’s “WIC Intake” screen in TWIST. Select the reason for termination from “Termination/Ineligibility Reasons” on the “WIC Intake” screen.
  - 3.4 A termination letter does not need to be issued since WIC services are not being denied.
- Transferring to your clinic***
- 4.0 When a WIC participant arrives at your program from another Oregon WIC program:
- 4.1 The gaining program is required to accept participants from another Oregon WIC program who relocate to their service area during their certification, even if that participant is a lower priority than the caseload currently being served. Participants who are currently active in TWIST have already been certified and have a right to complete their certification period.
  - 4.2 If the gaining program is at maximum caseload and not accepting any new participants, the transferring participant who is active in TWIST must be placed at the top of the waiting list. When an opening occurs, the transferring participant must be served ahead of all other participants regardless of priority. Refer to ♦475—Waiting List.
  - 4.3 Refer to the TWIST Training Manual, Chapter 3, Lesson 804—Transfers for information on how to transfer the participant into your local program in TWIST.
  - 4.4 Verify and update the participant demographic information on the “Client Primary” screen following completion of the transfer process. The gaining program shall update the address field. Issue food instruments and schedule appointments as needed.
  - 4.5 Orient the participant to local program procedures, including food instrument distribution, system for notification of appointments, and nutrition education opportunities. Refer to ♦635—Participant Transfers Into and Out of State for more information.
  - 4.6 Terminated participants may be transferred. Terminated participants within their certification period must be reactivated. Terminated participants whose certification period has expired may be transferred but must be recertified to screen for continued eligibility before WIC services can be provided.



**POLICY:** A competent professional authority (CPA) shall select a participant's food package in accordance with federal regulations and state policy.

**PURPOSE:** To assure food benefits are appropriate for each participant's health and nutritional needs.

**RELEVANT REGULATIONS:** 7 CFR §246.10—Supplemental Foods  
Child Nutrition Act of 1966, Sec. 17(14)

**OREGON WIC PPM REFERENCES:**

- ◆ 505—FI Issuance and Printing
- ◆ 560—Program Integrity: Replacing Food Instruments
- ◆ 646—Mid-Certification Health Assessment
- ◆ 655—Homeless Applicants
- ◆ 713—Breastfeeding: Use of Supplemental Formula
- ◆ 720—General Information on Formula Use
- ◆ 730—Bid Formula: Use and Description
- ◆ 760—Medical Formulas and Nutritionals
- ◆ 765—Medical Documentation
- ◆ 770—WIC Authorized Foods

**TWIST TRAINING MANUAL REFERENCES:** Chapter 3, Section 5—Food Packages  
Chapter 5, Lesson 105—Voiding Issued Vouchers

**APPENDICES:**

769.11	Appendix A	WIC Monthly Standard Food Packages for Children and Women
769.14	Appendix B	WIC Monthly Standard Food Packages for Infants
769.18	Appendix C	WIC Monthly Food Packages for Special Women, Infants and Children

**DEFINITIONS:**

***Participant category:***

<i>Fully breastfeeding infant</i>	A breastfeeding infant who is up to one year of age and does not receive infant formula from WIC.
<i>Fully breastfeeding woman</i>	A breastfeeding woman who is up to one year postpartum, whose infant does not receive formula from WIC.
<i>Mostly breastfeeding infant</i>	A mostly breastfed infant who is one month to one year of age and receives infant formula from WIC up to the maximum provided for a mostly breastfed infant.

**ASSIGNING WIC FOOD PACKAGES, cont.**

<b>(DEFINITIONS:)</b>	<i>Mostly breastfeeding woman</i>	A breastfeeding woman who is up to one year postpartum, whose infant receives infant formula from WIC up to the maximum provided for a mostly breastfeeding infant.
	<i>Some breastfeeding infant</i>	A breastfeeding infant who is one month to one year of age and receives more than the maximum amount of infant formula from WIC provided for a mostly breastfeeding infant, but less than the amount provided for a non-breastfeeding infant.
	<i>Some breastfeeding woman</i>	A breastfeeding woman who is up to one year postpartum, whose infant receives more than the maximum amount of infant formula from WIC provided for a mostly breastfeeding infant, but less than the amount provided for a non-breastfeeding infant.
	<i>Non-breastfeeding infant</i>	An infant who is not breastfeeding and is up to one year of age and receives infant formula from WIC.
	<i>Non-breastfeeding woman</i>	A mother who is not breastfeeding and is less than 6 months postpartum.
	<b>Food package:</b>	
	<i>Adjusted food package</i>	Additional foods provided to a participant during the current month to supplement the initial food package provided. The combined foods in the two packages must not exceed the maximum amounts for the participant's category.
	<i>Authorized foods</i>	The brands and types of foods a participant may purchase when a food is specified on WIC vouchers.
	<i>Maximum food package</i>	A food package that contains the maximum amount of each of the foods authorized by WIC regulations for the participant category.
	<i>Partial food package</i>	A food package that is provided beginning the 20 <sup>th</sup> until the end of the month and is approximately one-half of the participant's monthly food package.
	<i>Standard food package</i>	Based on the participant category, the food package which is automatically assigned by TWIST. The standard food package provides the maximum amount of foods allowed for the participant category.

**ASSIGNING WIC FOOD PACKAGES, cont.**

<b>(DEFINITIONS:)</b>	<i>Food vouchers</i>	A negotiable check-like instrument issued to WIC participants which is redeemed at WIC authorized grocery stores, pharmacies and farmers' markets and farm stands for prescribed foods and formulas. The fruit and vegetable voucher is for a specific dollar amount, whereas vouchers for other foods are not. All food vouchers are cleared through the Federal Reserve banking system.
	<i>Supplemental foods</i>	Foods prescribed by the WIC federal regulations containing nutrients determined by nutritional research to be lacking in the diets of pregnant, breastfeeding, and postpartum women, infants and children and foods that promote the health of the population served by the program, as indicated by relevant nutrition science, public health concerns, and cultural eating patterns. [Child Nutrition Act of 1966, Sec. 17(14)]
	<i>WIC-eligible Nutritionals</i>	Enteral products that are specifically formulated to provide nutrition support for children over 1 year of age and women with a diagnosed medical condition, when the use of conventional foods is precluded, restricted, or inadequate. Also known as WIC-eligible medical foods. Nutritionals may be nutritionally complete or incomplete (e.g. Duocal). They must serve the purpose of a food, provide a source of calories and one or more nutrients, and be designed for enteral digestion via an oral or tube feeding.

**BACKGROUND:** WIC food packages are intended to be supplemental rather than a primary source of food for participants. The nutrients provided by the food will supplement the participant's diet and help meet, but not provide all of, the nutrient needs of the participant.

**PROCEDURE:**

- Food package selection and documentation*
- 1.0 The Competent Professional Authority (CPA) shall select in consultation with the participant an appropriate food package for the WIC participant. The CPA shall document the food package in the participant's TWIST record and make food package changes or adjustments per the TWIST Training Manual, Chapter 3, Section 5—Food Packages. The CPA shall assign a food package which provides the foods and quantities that are allowed for that participant's category. The food package shall take into account the individual's age, dietary needs, medical and nutrition conditions, cultural eating patterns, willingness to consume a food and living situation.

**ASSIGNING WIC FOOD PACKAGES, cont.**

<b><i>Food package changes</i></b>	2.0	Food package changes are the responsibility of a CPA. A CPA must be involved with any change to a participant's food package, including a breastfeeding infant requesting formula. A local agency may establish a protocol that allows clerical staff to change the form of food provided, but not the type of food, e.g. switch the form of the same formula, such as from concentrate to powder.
<b><i>Standard food packages</i></b>	3.0	For most WIC participant categories, TWIST automatically defaults to a standard food package. Standard food packages were created to provide participants the most commonly requested combination of foods. The standard package provides the full nutrition benefit allowed for the category. For specific information about the foods and quantities provided in each standard food package, refer to Appendices A and B. Standard food packages are not automatically assigned by TWIST for partially breastfed infants or participants on medical formula.
<b><i>Maximum quantities and allowable foods</i></b>	4.0	CPAs have the option of assigning a food package other than the standard food package. Participants are eligible for specific quantities of foods based on their WIC category, age and status (twins, special, IBN/WBN). The allowed foods, maximum quantities and allowable substitutions can be found in Appendices A, B and C.
<b><i>Monthly allowances</i></b>	5.0	<p>The full maximum monthly allowances of all supplemental foods in all food packages must be made available to participants if medically or nutritionally warranted. The provision of less than the maximum monthly allowances of supplemental foods to an individual WIC participant in all food packages is appropriate only when:</p> <ul style="list-style-type: none"><li>• Medically or nutritionally warranted (e.g. to eliminate a food due to a food allergy); or</li><li>• A participant refuses or cannot use the maximum monthly allowances; or</li><li>• The quantities necessary to supplement another programs' contribution to fill a medical prescription would be less than the maximum monthly allowances.</li></ul> <p>For more information, see ♦713—Breastfeeding: Use of Supplemental Formula.</p>
<b><i>Partial food packages</i></b>	6.0	If vouchers are printed beginning the 20 <sup>th</sup> until the end of the month, TWIST automatically provides a partial food package for the current month. A partial food package contains approximately one-half of the participant's food package, since the participant will be receiving another set of vouchers available for use the beginning of the following month.
<b><i>Unable to find a food package in TWIST</i></b>	7.0	If the food package a participant needs cannot be found in TWIST, contact the state office for assistance.

## ASSIGNING WIC FOOD PACKAGES, *cont.*

**Breastfeeding Women Food Packages** 8.0 The following are food packages for breastfeeding women:

### 8.1 **Fully breastfeeding women food package**

The food package for the fully breastfeeding woman should be issued in any month during which the participant's infant receives no supplemental formula from WIC and up through the month of the infant's first birthday. The infant can receive baby food fruits and vegetables, baby food meat and cereal between 6 through 11 months.

8.1.1 A food package equivalent to the Fully Breastfeeding Food Package is issued to four types of participants:

- fully breastfeeding women whose infants do not receive formula from the WIC Program;
- women partially breastfeeding multiple infants;
- women pregnant with two or more fetuses; and
- pregnant women who are also fully or mostly breastfeeding an infant.

8.1.2 A woman fully breastfeeding multiple infants is issued a food package equivalent to 1.5 times the fully breastfed food package.

8.1.3 When a fully breastfeeding woman's status changes, issue the food package appropriate for the participant's new status. For example, if the fully breastfeeding woman (WE) receives supplemental formula from WIC, her status changes to mostly breastfeeding (WB) or some breastfeeding (WBN).

### 8.2 **Partially breastfeeding women food packages**

[Mostly Breastfeeding (WB) vs. Some Breastfeeding (WBN)]  
The food package a partially breastfeeding woman receives is determined by the amount she is breastfeeding.

8.2.1 A woman who is mostly breastfeeding and is supplementing with a limited amount of formula during the 1<sup>st</sup> year postpartum, is eligible to receive the mostly breastfeeding food package. See Appendix B.

8.2.2 For a woman who is doing some breastfeeding, but mostly formula feeding, the age of the infant and the quantity of formula received from WIC determines the food package (see Appendix B):

- If a partially breastfed infant less than six months of age receives a food package with a quantity of formula that exceeds the amount listed in Appendix B for the mostly breastfed infant, the partially breastfeeding woman is eligible to receive the same

***(Breastfeeding Women  
Food Packages)***

foods as the postpartum woman through the month the infant turns six months of age.

- If the breastfed infant is 6 through 11 months and receives a food package with a quantity of formula that exceeds the amount listed in Appendix B for the mostly breastfed infant, the some breastfeeding woman is no longer eligible to receive a food package, but continues to receive breastfeeding education and support, nutrition education and other WIC services.

8.2.3 When a woman participant discontinues breastfeeding an infant over six months of age, no vouchers will be issued, because the participant is not categorically eligible.

***Food Package  
Options***

9.0 Food package options for specific circumstances:

**9.1 Infants**

*Maximum infant  
formula over 6  
months*

9.1.1 Infants 6-11 months receive infant cereal, baby food fruits & vegetables and if fully breastfeeding, baby food meat.

9.1.2 Infants greater than six months, with a qualifying medical condition and receiving infant formula, medical formula or nutritionals in lieu of infant foods (cereal, fruits and vegetables), can receive the maximum monthly allowance of formula as infants ages four through five months of age who are of the same feeding option, i.e. mostly breastfed, some breastfed or non-breastfed.

*Fruit and  
Veggie Voucher  
for infants 9-11  
months*

9.1.3 Infants 9-11 months may be offered the option of replacing half of the baby food fruit and vegetable benefit with a fruit and veggie cash value voucher (CVV) for fresh fruits and vegetables. The CPA may offer this option, after completing the following:

- A full nutrition assessment demonstrating that the infant will be developmentally ready by 9-11 months old for this option and that the parent or caretaker is interested.
  - The parent or caretaker may choose the maximum baby food fruit and vegetable benefit or the combination baby food and fruit and veggie CVV.
  - This assessment may occur during an individual appointment such as the mid-cert health assessment. See ♦646—Mid Certification Health Assessment.

**ASSIGNING WIC FOOD PACKAGES, cont.**

*(Fruit and Veggie Voucher for infants 9-11 months)*

- Nutrition education for the parent or caretaker addressing safe food preparation, storage techniques, and infant feeding practices to assure that the infant will have their nutritional needs met in a safe and effective manner.

NOTE: If vouchers have already been issued for baby food for the 9-11 month period, the participant must return the unused vouchers for all of the baby food before the fruit and veggie CVV option can be issued. If any portion of the baby food benefit has been spent, then only vouchers for future months can be replaced. Participants cannot return purchased baby foods to the WIC clinic to exchange for the infant CVV.

*Food packages for infants in month of first birthday*

- 9.1.4 An infant who needs formula must be provided formula until the child turns one year of age. A formula food package will automatically be provided through the end of the month of the first birthday. On or after the participant's first birthday, the CPA may change the food package from formula to a child 12-23 month food package if this better meets the needs of the child. If vouchers have already been issued for formula, the participant must return the full set of vouchers before the child food package can be issued.

*2% Milk*

**9.2 Children 12-23 months**

WIC provides whole milk to children 12-23 months of age. Fat free or 1% milk is not allowed for this category. 2% is allowed in limited circumstances excluding participant preference as the sole consideration.

- 9.2.1 After a full diet assessment has been completed, the CPA may approve issuance of 2% milk to children 12-23 months based on at least one of the following:

- Assignment of Risk 115 High Weight for Length. No additional documentation is required when this risk is assigned. Presence of this risk, however, does not require issuance of 2% milk.
- Participant trending toward overweight based on CPA assessment and/or consultation with the child's health care provider. Document justification in progress notes and reassess at each certification. Presence of trending does not require issuance of 2% milk.
- Parent expresses concerns about a family history of overweight, cardiovascular disease or high cholesterol. Document justification in progress notes-

**ASSIGNING WIC FOOD PACKAGES, *cont.***

*2% Milk*

**9.3 Children two years and older and women**

WIC provides fat free and 1% milk to children two years and older and women. 2% is allowed in limited circumstances excluding participant preference as the sole consideration.

9.3.1 After a full diet assessment has been completed, the CPA may approve issuance of 2% milk in addition to fat free and 1% milk for children two years and older and women based on at least one of the following:

- Assignment of Risk 101 Underweight (women), 103 Underweight or At Risk of Underweight (children), 131 Low Maternal Weight Gain, 132 Maternal Weight Loss During Pregnancy, 134 Failure to Thrive. No additional documentation is required when these risks are assigned. Presence of these risks does not, however, require issuance of 2% milk.
- Participant trending toward underweight based on CPA assessment and/or consultation with the participant's health care provider. Document justification in progress notes and reassess at each certification. Presence of trending does not require issuance of 2% milk.
- For children participants, a parent or guardian expresses concerns about a family history of underweight. For women participants, concern about a personal history of underweight or low weight gain in pregnancy is expressed. Document justification in progress notes.
- Support transition from whole or 2% milk to fat free or 1% milk at two years of age or as a trial for new participants who have never used lower fat milk. Assigned by CPA for one to two months. Document justification and the plan for transitioning to fat free or 1% in progress notes.

*Whole milk*

9.4 When receiving medical formulas, children over two years of age and women must have medical documentation with a qualifying condition in order to receive whole milk.

*Soy-based beverage for children*

**9.5 Children**

For children, issuance of soy-based beverage as a substitute for cow's milk must be based on an individual nutrition assessment in consultation with the participant's health care provider, if necessary. The CPA may offer this option, after completing the following:

**ASSIGNING WIC FOOD PACKAGES, *cont.***

*(Soy-based beverage for children)*

- A nutrition assessment that considers conditions including, but not limited to milk allergies, lactose intolerance, and vegan diets.
- For issues with lactose intolerance, offer lactose-free fortified dairy products before soy-based beverages.
- The parent/caretaker is provided education that stresses the importance of milk over milk substitutes including:
  - Bone mass
  - Risk of vitamin D deficiency for products not adequately fortified with vitamin D.
- A referral may be considered to the WIC Nutritionist/RD for an additional assessment of overall diet adequacy.

***Medical formula and nutritionals***

10.0 Food packages are available for women, infants and children who have a documented qualifying condition that requires the use of an infant formula or special medical formula or nutritional. See Appendix C for requirements.

***Allowable formulas***

11.0 For allowable formulas and information on formula use, refer to:

- ◆713 – Breastfeeding: Use of Supplemental Formula
- ◆720—General Information on Formula Use
- ◆730—Bid Formula: Use and Description
- ◆760—Medical Formulas and Nutritionals

***Medical documentation***

12.0 Medical documentation is required for both the formula and the foods in food packages of women, infants and children who require medical formula. See ◆765—Medical Documentation for medical documentation requirements.

***Limited storage, refrigeration or homelessness***

13.0 For participants living in a homeless facility, refer to ◆655—Homeless Applicants, when determining if it is appropriate to issue foods to the participant. Food packages are available in TWIST that address living situations such as, limited storage and/or refrigeration or homelessness. Provide the maximum food package that will be safe and sanitary as per guidance below.

13.1 For limited storage, consider selecting food packages with:

- milk on one or two additional vouchers;
- evaporated milk or powdered milk.

## ASSIGNING WIC FOOD PACKAGES, *cont.*

*(Limited storage,  
refrigeration or  
homelessness)*

- 13.2 When no refrigeration or freezer is available:
- issue powdered milk and no eggs or cheese;
  - offer women juice in 64 oz. plastic bottles instead of frozen juice.

- 13.3 If safe water is not available:
- ready-to-feed formula may be appropriate instead of powdered formula (document reason in participant's record);
  - suggest 64 oz. plastic bottles of juice instead of frozen juice.

*Issuing Additional  
Foods*

- 14.0 Additional food(s) can be issued to a participant, but the total quantity of foods provided for the month cannot exceed the maximum amount allowed for the participant category.

14.1 *Example:* If an infant received a formula package with two cans of formula for a month, but now needs a package with six cans of formula, only four cans of formula (the remainder of the cans of formula) can be issued for that month.

14.2 *Example:* A pregnant woman who delivers is fully breastfeeding and has already received her vouchers, is eligible to receive additional foods to make up the difference between what a pregnant woman and a fully breastfeeding woman would receive. This would apply for each of the months of the pregnant woman food package she already received.

14.3 NOTE: If pregnant woman delivers and is exclusively breastfeeding multiple infants, have her bring the remaining vouchers for future months into the clinic, so they can be voided and the WE Multiple package issued which will provide her the greatest amount of foods.

*Participants with  
vouchers who have a  
category change*

- 15.0 If a participant who received future vouchers has a category change and has spent any of the vouchers for the current month, the participant can keep the same food package for the current month. Have the participant sign the "Category Change" form verifying they understand that if they spend the voided vouchers they will be required to pay back the value of the vouchers or be disqualified and replace with the appropriate food package.

15.1 *Example 1 (WE to WN):* Participant has changed from a WE to a WN and has spent at least one of the vouchers from the current month, the participant can keep the vouchers for the current month, but the remaining months vouchers are voided and replaced with a WN food package. Refer to ♦560—Program Integrity: Replacing Food Instruments.

**ASSIGNING WIC FOOD PACKAGES, *cont.***

- 15.2 *Example 2 (WE or WB to WN):* If a participant has changed from a WE or WB to a WN and she is more than six months postpartum, void future vouchers for which she is no longer eligible, instruct her not to use them and request she return them to the WIC clinic.
- 15.3 *Example 3 (IE to IN):* If an infant 6 through 11 months is changing from IE to an IB or IN, the baby food module may need to be voided to get formula for the current month. See TWIST Chapter 5, Lesson 105.

***Hospitalized or institutionalized participants***

- 16.0 If a participant is in the hospital, long term care facility or an institution, a WIC food package cannot be provided until discharged, since the institution is responsible for feeding the patient. If an infant is with the mother who is staying in a residential treatment center, see ♦655—Homeless Applicants for an exception which allows the infant to receive infant foods and infant formula.

***Participants transferring from out of state***

- 17.0 If a participant is transferring in from another state, Oregon vouchers can be issued if they did not receive vouchers for the current month from the other state, or when any vouchers they received are brought in for replacement with Oregon vouchers. For more information, refer to ♦560—Program Integrity: Replacing Food Instruments. ★

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WIC is an equal opportunity program and employer.**

## WIC Monthly Standard Food Packages for Children and Women

Foods	Children 1-4 years	Women			
		Pregnant & Mostly Breastfeeding Women (up to 1 year postpartum)(c)	Some Breastfeeding (up to 6 months postpartum)(c) and Postpartum Non-breastfeeding Women (up to 6 months postpartum	Fully Breastfeeding Women (up to 1 year post-partum),  Partially breastfeeding women with twins, Pregnant women with twins, and Pregnant women who are also fully or mostly breastfeeding an infant(a)	Woman Fully Breastfeeding Multiple Infants (Month 1 /Month2)(b)
Fruits and Vegetables (fresh or frozen)	\$8	\$10	\$10	\$10	\$15
Juice	2 – 64 oz. plastic bottles or 11.5-12 oz. cans frozen (d)	3 – 11.5-12 oz. cans frozen juice (e)	2 – 11.5-12 oz. cans frozen juice (f)	3 – 11.5-12 oz. cans frozen juice (e)	(5/4) – 11.5-12 oz. cans frozen juice (g)
Cereal	36 oz.	36 oz.	36 oz.	36 oz.	54 oz.
Whole Wheat Bread, Corn Tortillas or Brown Rice	2 lb.	1 lb.	N/A	1 lb.	(2 lb. / 1 lb.)
Milk (h)(i)	13 qt.	19 qt.	13 qt.	21 qt.	33 qt.
Cheese (i)	1 lb.	1 lb.	1 lb.	2 lb.	(3 lb. / 2 lb.)
Eggs	1 dozen	1 dozen	1 dozen	2 dozen	3 dozen
Beans and/or peanut butter	1 lb. beans <b>OR</b> 18 oz. PB	1 lb. beans <b>AND</b> 18 oz. PB (k)	1 lb. beans <b>OR</b> 18 oz. PB	1lb. beans <b>AND</b> 18 oz. PB (k)	2 lb. beans <b>AND</b> 1 jar 18 oz. PB (k)
Fish – canned tuna. salmon or sardines	N/A	N/A	N/A	30 oz.	45 oz.

**Breastfeeding Food Packages:**

- (a) The fully breastfeeding food package is to be issued to 4 categories: fully breastfeeding women whose infants do not receive formula from the WIC program; women partially breastfeeding multiple infants; women pregnant with 2 or more fetuses, and pregnant women who are also fully or mostly breastfeeding an infant.
- (b) Women fully breastfeeding multiple infants receive a food package that is 1.5 times the fully breastfeeding food package. To provide a maximum food package, quantities will be averaged over 2 months (months 1 and 2) when the packaging of the foods does not accommodate the 1.5 times amount.
- (c) The food package a partially breastfeeding woman receives is determined by the amount she is breastfeeding. The woman's category and infant's category must match for each to receive the appropriate food package. If an infant is "mostly breastfed" per Appendix B, then the woman is considered mostly breastfeeding. A mostly breastfeeding woman is mainly breastfeeding with some formula supplementation during the 1<sup>st</sup> year postpartum.

For a woman who is doing some breastfeeding, but whose infant is receiving mostly formula, the age of the infant and the quantity of formula received from WIC determines the food package (See Appendix B for specific quantities):

- If a partially breastfed infant less than 6 months of age receives a food package with a quantity of formula that exceeds the amount listed in Appendix B, until the infant turns 6 months of age, the partially breastfeeding woman is eligible to receive the some breastfeeding food package which includes the same foods as the non-breastfeeding woman.
- If the partially breastfed infant is 6-12 months, but receives a food package with a quantity of formula that exceeds the amount listed in Appendix B for the mostly breastfeeding infant, the some breastfeeding woman is no longer eligible to receive a food package, but continues to receive breastfeeding education and support, nutrition education and other WIC services.

**Juice:**

- (d) Children have a monthly allowance of 128 fl. oz. juice. Two 64 oz. bottles provides 128 fl. oz.
- (e) Pregnant, Mostly Breastfeeding Women and Fully Breastfeeding Women have a monthly allowance of 144 fl. oz. juice.
- (f) Non-breastfeeding and Some breastfeeding women have a monthly allowance of 96 fl. oz. juice.
- (g) Women fully breastfeeding multiple infants have a monthly allowance of 216 fl. oz. juice.

**Milk and Cheese:**

- (h) Whole milk is the standard type of milk allowed for 1 year old children (12 through 23 months). Lower fat milks (fat free and 1%), are the standard types allowed for children  $\geq$  24 months of age and women.
- (i) Milk substitutions: When a combination of different milk forms is provided, the full maximum monthly fluid milk allowance must be provided.

Evaporated milk: may be substituted at the rate of 16 fluid ounces of evaporated milk per 32 fluid ounces of fluid milk or a 1:2 fluid ounce substitution ratio.

Dry milk: may be substituted at an equal reconstituted rate to fluid milk.

Soy-based beverage: may be substituted for milk on a quart for quart basis up to the total maximum allowance for milk. For children, issuance of soy-based beverage as a substitute for cow’s milk must be based on an individual nutrition assessment in consultation with the participant’s health care provider, if necessary, and provide appropriate nutrition education. (See Section 4.8 for details.)

- (j) Cheese: Food packages for women fully breastfeeding and women fully breastfeeding multiple infants always contain a minimum of 1 lb. and 1.5 lb. cheese per month respectively. All other food packages do not automatically include cheese. No more than 1 pound of cheese may be substituted for milk at the rate of one pound of cheese for 3 quarts of milk. Standard food packages include 1 lb. of cheese.

**Beans and Peanut Butter:**

- (k) Women who receive both beans and peanut butter have the option of replacing the 18 ounces of peanut butter with 16 oz. of dry beans.

If a participant prefers the maximum fluid milk, the maximum amount of milk and cheese by category is:

Category	Milk (qts.)	Cheese (lb.)
Child	16 qts.	0
Pregnant and Mostly Breastfeeding Women	22 qts.	0
Some Breastfeeding and Non-Breastfeeding Women	16 qts.	0
Fully Breastfeeding Women	24 qts.	1 lb.*
Fully Breastfeeding Multiple Infants	36 qts.	1.5 lb.* (2 lb. cheese month one / 1 lb. cheese month two)

\* Cheese provided for these categories is unrelated to the milk provided and cannot be converted to fluid milk.

**WIC Monthly Standard Food Packages for Infants**

To support the successful establishment of breastfeeding, infant formula is not provided during the first month after birth to a breastfed infant.

When the infant is not fully breastfed, the infant food package provides iron-fortified bid brand infant formula. The issuance of any bid brand or non-bid brand low iron formula, i.e. contains less than 10 milligrams of iron per liter at standard dilution (i.e., approximately 20 kilocalories per fluid ounce of prepared formula), is prohibited.

If an infant needs a medical formula or WIC eligible Nutritional, refer to Appendix C: WIC Monthly Food Packages for Special Women, Infants and Children for additional information.

The infant period is divided into 0-1 month, 1-3 months, 4-5 months and 6 through 11 months. See the tables below for the maximum amount of formula and food allowed for an infant’s age and amount of breastfeeding.

**Infants 0-1 month**

Foods	Fully Breastfed	Non-Breastfed
Formula	0-1 month: None needed	Bid formula or medical formula (a): 870 fl. oz. reconstituted powder (b) (e.g. 9 cans Similac Advance) 823 fl. oz. reconstituted liquid concentrate 832 fl. oz. ready-to-feed

(a) Medical formulas require medical documentation.

(b) Reconstituted fluid ounce is the form prepared for consumption as directed on the container.

Infants 1-3 months

Foods	Fully Breastfed	Mostly Breastfed	Some Breastfed (c)	Non-Breastfed
<b>Formula</b>	<b>1-3 months: None needed</b>	<b>1-3 months:</b> Bid formula or medical formula (a): 435 fl. oz. reconstituted powder (b) (e.g. 4 cans Similac Advance) 388 fl. oz. reconstituted liquid concentrate 384 fl. oz. ready-to-feed	<b>1-3 months:</b> Bid formula or medical formula (a): 436 to 776 fl. oz. reconstituted powder (b) 389 to 728 fl. oz. reconstituted liquid concentrate 385 to 763 fl. oz. ready-to-feed	<b>1-3 months:</b> Bid formula or medical formula (a): 870 fl. oz. reconstituted powder (b) (e.g. 9 cans Similac Advance) 823 fl. oz. reconstituted liquid concentrate 832 fl. oz. ready-to-feed

(a) Medical formulas require medical documentation.

(b) Reconstituted fluid ounce is the form prepared for consumption as directed on the container.

(c) A “some” breastfeeding infant receives more formula than the mostly breastfed infant and up to the equivalent of one can powder less than a non-breastfed infant (or less 3 cans concentrate or less 3 cans ready-to-feed.)

Infants 4-5 months

Foods	Fully Breastfed	Mostly Breastfed	Some Breastfed (c)	Non-breastfed
Formula	<b>4-5 months:</b> None needed	<b>4-5 months:</b> Bid infant formula or medical formula (a): Up to 522 fl oz. reconstituted powder (b) (e.g. 5 cans Similac Advance) 460 fl. oz. reconstituted liquid concentrate 474 fl. oz. ready-to-feed	<b>4-5 months:</b> Bid infant formula or medical formula (a): 523 to 866 fl. oz. reconstituted powder (b) 461 to 806 fl. oz. reconstituted liquid concentrate 475 to 800 fl. oz. ready-to-feed	<b>4-5 months:</b> Bid infant formula or medical formula (a): 960 fl. oz. reconstituted powder (b) (e.g. 10 cans Similac Advance) 896 fl. oz. reconstituted liquid concentrate 913 fl. oz. ready-to-feed

(a) Medical formulas require medical documentation.

(b) Reconstituted fluid ounce is the form prepared for consumption as directed on the container.

(c) A “some” breastfeeding infant receives more formula than the mostly breastfed infant and up to the equivalent of one can powder less than a non-breastfed infant (or less 3 cans concentrate or less 3 cans ready-to-feed.)

**Infants 6 through 11 months**

All infants 6 through 11 months receive infant cereal and baby food fruits and vegetables. Fully breastfed infants receive additional baby food fruits and vegetables and baby food meat. For the 9-11 month vouchers, after a full assessment and appropriate education is provided, infants may replace half of the baby food fruits and vegetables in their food package for a fruit and veggie voucher for fresh fruits and vegetables. (See ¶4.7 for details.) Infants who are not fully breastfed receive infant formula based on how much they are breastfeeding.

Foods	Fully Breastfed	Mostly Breastfed	Some Breastfed (c)	Non-breastfed	
Formula	<b>6 through 11 Months:</b> None needed	<b>6 through 11 months:</b> Bid Infant Formula OR Medical Formula (a) with infant foods:  Up to 384 fl. oz. reconstituted powder (b)(e.g. 4 cans Similac Advance) 315 fl. oz. reconstituted liquid concentrate 338 fl. oz. ready-to-feed	<b>6 through 11 months:</b> Bid Infant Formula OR Medical Formula (a) with infant foods:  385 to 602 fl. oz. reconstituted powder (b) 316 to 546 fl. oz. reconstituted liquid concentrate 339 to 544 fl. oz. ready-to- feed	<b>6 through 11 months:</b> Bid Infant Formula OR Medical Formula (a) with infant foods:  696 fl. oz. reconstituted powder (b) (e.g. 7 cans Similac Advance) 630 fl. oz. reconstituted liquid concentrate 643 fl. oz. ready-to-feed	<b>6 through 11 months:</b> Bid Infant Formula OR Medical Formula (a) Without infant foods, (infant foods are contraindicated based on medical condition) 960 fl. oz. reconstituted powder (b) (e.g. 11 cans NeoSure) 896 fl. oz. reconstituted liquid concentrate 913 fl. oz. ready-to-feed
Infant Cereal	24 oz.	24 oz.	24 oz.	24 oz.	N/A
Baby Food Fruits and Vegetables	256 oz. (d)	128 oz. (e)	128 oz. (e)	128 oz. (e)	N/A
Baby Food Meat	77.5 oz. (f)	N/A	N/A	N/A	N/A

(a) Medical formulas and Nutritionals require medical documentation.

(b) Reconstituted fluid ounce is the form prepared for consumption as directed on the container.

(c) A “some” breastfeeding infant receives more formula than the mostly breastfed infant and up to the equivalent of one can powder less than a non-breastfed infant (or less 3 cans concentrate or less 3 cans ready-to-feed.)

(d) 256 oz. baby food fruits & vegetables is 64 – 4 oz. containers. For the 9-11 month vouchers for fully breastfed infants, the 256 oz. of baby food may be replaced with an \$8 fruit and veggie voucher for fresh fruits and vegetables plus 128 ounces of baby food fruits and vegetables.

(e) 128 oz. baby food fruits & vegetables is 32 – 4 oz. containers. For the 9-11 month vouchers, infants receiving 128 oz. of baby food fruits and vegetables may instead be offered a \$4 fruit and veggie voucher for fresh fruits and vegetables plus 64 oz. of baby food fruits and vegetables.

(f) 77.5 oz. baby food meat is 31 – 2.5 oz. jars.

**WIC Monthly Food Packages for Special Women, Infants and Children**

1. This food package is reserved for women, infants and children who have a documented qualifying condition that requires use of an infant formula, medical formula or nutritional because the use of conventional foods or formula is precluded, restricted or inadequate to address their special nutritional needs.
2. Participants eligible to receive this food package must have one or more qualifying conditions, as determined by a health care professional licensed to write medical prescriptions under State law, and the appropriate medical documentation. Qualifying conditions include, but are not limited to, premature birth, low birth weight, failure to thrive, inborn errors of metabolism and metabolic disorders, gastrointestinal disorders, malabsorption syndromes, immune system disorders, severe food allergies that require an elemental formula, and life threatening disorders, diseases and medical conditions that impair ingestion, digestion, absorption or the utilization of nutrients that could adversely affect the participant's nutrition status.
3. This package may not be used for infants whose only condition is:
  - a. A diagnosed formula intolerance or food allergy to lactose, sucrose, milk protein or soy protein that does not require the use of an exempt infant formula; or
  - b. A non-specific formula or food intolerance.
4. This package may not be used for women and children:
  - a. who have a food intolerance to lactose or milk protein that can be successfully managed with the use of one of the other WIC food packages;
  - b. for the sole purpose of enhancing nutrient intake or managing body weight without an underlying condition.
5. All apparatus or devices (e.g., enteral feeding tubes, bags and pumps) designed to administer WIC formulas are not allowable WIC costs.
6. All infants, children and women receiving the WIC bid formula, medical formula or nutritionals in this food package require medical documentation in order to receive these supplemental foods, i.e. infant formula (for children or women), medical formulas and WIC-eligible nutritionals, infant cereal, infant food fruits and vegetables, milk cheese, eggs, canned fish, fruits and vegetables, breakfast cereal, whole wheat bread or other whole grains, juice, legumes and/or peanut butter. Refer to ♦765 for medical documentation requirements.
7. The special infant food package allows:
  - for infants 0-11 months that require a medical formula, follow the quantities in Appendix B, listed for infants on medical formula for 0-1, 1-3, 4-5 and 6 through 11 months and whether mostly breastfed, some breastfed or non-breastfed.

- for non-breastfed infants greater than 5 months receiving the WIC bid formula, a medical formula or nutritionals and whose health care provider has determined that the infant foods are contraindicated based on medical condition. In place of receiving infant foods (infant cereal, and baby fruits and vegetables) participants can receive the same maximum formula quantity as infants 4 through 5 months of age who are non-breastfed. Refer to Appendix B, 6 through 11 Months listed for non-breastfed infants on Medical Formula or Nutritionals.
8. The special woman and child food package allows up to:
- 910 oz. of ready to feed nutritional or reconstituted powder formula or reconstituted concentrate formula (1365 oz. for women exclusively breastfeeding multiple infants), and
  - The foods and quantities that are identified for the participant's category, as long as they are prescribed by their health care provider. Refer to Appendix A, WIC Monthly Food Packages for Children and Women for the foods and quantities.

NOTE: 32 oz. of dry infant cereal may be substituted for 36 ounces of breakfast cereal.



**POLICY:** The state WIC program is responsible for selecting foods for the authorized food list, in accordance with the federal regulations and state policies. Authorized foods are provided through food packages according to the category & nutritional needs of the participant.

**PURPOSE:** To identify criteria used to select foods available to WIC participants. To identify the foods that can be issued to WIC participants when specified in their WIC food package.

**RELEVANT REGULATIONS:** 7 CFR §246.10 ¶(c)—Supplemental foods  
21 CFR §101.95— (definition) “Fresh” “Freshly Frozen” ”Fresh Frozen” “Frozen Fresh”

**OREGON WIC PPM REFERENCES:** ♦720—General Information on Formula Use  
♦730—Bid Formula: Use and Description  
♦760—Medical Formulas and Medical Foods  
♦765—Medical Documentation  
♦769—Assigning WIC Food Packages

**DEFINITIONS:** *WIC Authorized Food List* The list of foods that are eligible to be prescribed for WIC participants in Oregon.

**APPENDICES:** 770.10 Appendix A WIC Authorized Food List  
770.18 Appendix B WIC Food Authorization Process

**PROCEDURE:**

*Authorized foods* 1.0 Issue only authorized foods to women, children and infants enrolled in WIC. All foods allowed for Oregon WIC meet the criteria identified in this policy.

*WIC Authorized Food List* 1.1 Appendix A of this policy summarizes the foods a WIC participant may buy, if listed on the voucher. For the maximum quantity of foods a WIC participant can receive per month, refer to ♦769—Assigning WIC Food Packages.

*Formula and Medical Foods* 2.0 Refer to ♦720—General Information on Formula Use, ♦730—Bid Formula: Use and Description and ♦760—Medical Formulas and Nutritionals for information about issuing formula and medical foods to infants, special children and special women.

**AUTHORIZED FOODS, cont.**

<b>Milk</b>	3.0	Authorized milk meets the following requirements:
<i>Allowed</i>	3.1	All milk must be pasteurized and unflavored.
	3.2	Whole milk (evaporated, fluid, or powdered) must contain 400 IU of vitamin D per fluid quart of fluid milk.
	3.3	Non-fat, 1%, and 2% milks (evaporated, fluid, or powdered) must contain 400 IU of vitamin D and 2,000 IU of vitamin A per fluid quart of milk.
	3.4	Skim Delux, Ultra, Supreme, Creamy, Royale, etc., are allowed.
	3.5	WIC participants <b>must</b> buy only the container size listed on the voucher.
	3.5.1	Participants cannot combine sizes of milk <b>unless</b> it is specified on the voucher.
<i>Lactose-free and acidophilus milk</i>	3.6	Lactose-free milk and acidophilus milk are allowed when the competent professional authority (CPA) determines the need <b>and</b> it is listed on the voucher.
	3.6.1	Lactose-free milk and acidophilus milk must meet the requirements in ¶3.1 plus either ¶3.2 or ¶3.3, depending on the fat content of the milk.
<i>Dry (powdered), evaporated milk</i>	3.7	Powdered milk or canned evaporated milk is allowed <b>only</b> if listed on the voucher.
<i>Goat milk</i>	3.8	Evaporated, fresh or powdered goat milk are allowed <b>only</b> if listed on the voucher.
	3.8.1	Goat milk must meet the above requirements in ¶3.1 plus either ¶3.2 or ¶3.3, depending on the fat content of the milk.
<i>Soy-based beverage</i>	3.9	Soy-based beverage is allowed <b>only</b> if listed on the voucher. For children, see ♦769—WIC Food Packages for required individual nutrition assessment and education prior to issuance.
	3.9.1	Soy-based beverages selected contain a minimum of the following nutrients: <ul style="list-style-type: none"><li>• 8 g protein per cup (16.00% DV);</li><li>• 276 mg calcium per cup (27.60% DV);</li><li>• 500 IU vitamin A per cup (10% DV);</li><li>• 100 IU vitamin D per cup (25% DV);</li><li>• 24 mg magnesium per cup (6% DV);</li><li>• 222 mg phosphorus per cup (22.20%),</li><li>• 349 mg potassium per cup (9.97%);</li><li>• 0.44 mg riboflavin per cup (25.88% DV); and</li><li>• 1.1 mcg vitamin B12 per cup (18.33% DV).</li></ul>

**AUTHORIZED FOODS, cont.**

3.9.2 Soy-based beverage may be plain or vanilla, and organic.

3.9.3 32 or 64 oz. carton.

*Milk: Not allowed*

3.10 The following types of milk are **not** allowed:

- No milk with 5% or greater milk fat content.
- No half and half.
- No whipped cream.
- No buttermilk.
- No flavored milk.
- No raw milk.
- No rice, almond or other grain or nut based beverages.
- No organic milk.
- No added Omega-3 or Vitamin E.
- No specialty items, like glass bottles.

*Cheese*

4.0 Authorized cheese meets the following conditions:

*Allowed*

- 4.1 Must be a domestic cheese, i.e., made in the U.S.A. from 100% pasteurized milk.
- 4.2 Must be in a 1 or 2 pound (lb) size package.
- 4.3 Must be one of the following types: cheddar (mild or medium), colby, colby-jack, cheddar-jack, monterey-jack, or mozzarella.
- 4.4 Must include the type of cheese in the product name, for example:

Allowed or not	Name and type	Reason
Allowed	<i>Tillamook Cheddar Cheese-Mild</i>	The specific type of cheese, “ <b>Cheddar</b> ” is indicated in the name.
Not allowed	<i>Tillamook Cheese-Mild</i>	The specific type of cheese is not indicated in the name.

*Not allowed*

4.5 The following types of cheese are **not** allowed:

- No sharp, extra sharp or white cheddar.
- No sliced, deli, string or shredded cheeses.
- No cheeses made from raw milk, goat milk or soy milk.
- No cheese food products or spreads (like Velveeta or Cheese Whiz).
- No smoked or flavored cheeses (with items added like jalapeño peppers or caraway).
- No organic cheese.
- No fresh mozzarella cheese (packed in water).

**AUTHORIZED FOODS, cont.**

*Low fat or low sodium cheeses*

4.6 WIC participants may purchase low-fat, non-fat and low sodium cheeses that meet the conditions in ¶4.1 through ¶4.4 and do not meet any of the conditions in ¶4.5. For example:

Allowed or not	Name and type	Reason
Allowed	<i>Light Monterey Jack</i>	The specific type “ <b>Monterey Jack,</b> ” is indicated in the name.
Not allowed	<i>Light Cheese</i>	The specific type of cheese is not indicated in the name.

*Cereal* 5.0 Only cereal brands authorized by the state WIC program can be purchased with vouchers. See Appendix A: WIC Authorized Food List.

*Allowed*

5.1 Authorized cereals meet the following requirements:

- Contain a minimum of 28 mg of iron per 100 grams of dry cereal;
- Contain no more than 21.2 grams of sucrose and other sugars per 100 grams of dry cereal;
- Meet the price and availability requirements set by the state WIC program; and
- Must be 12 oz size or larger for cold cereal, 11.8 oz or larger for hot cereal.
- Cold and hot cereal may contain fruit.

**NOTE:** At least half of the cereals offered by WIC have whole grain as the primary ingredient by weight *and* meet labeling requirements for making a health claim as a “whole grain food with moderate fat content” (see <http://www.fda.gov/food/ingredientpackaginglabeling/labelingnutrition/ucm073634.htm>).

*Cereal: Not allowed*

5.2 These cereals are *not* allowed:

- No single-serving boxes or packets of *cold* cereal.
- No cereals with artificial sweeteners.
- No cereals featuring TV cartoon characters.
- No cereals with candy flavors, such as caramel and chocolate.

*Juice* 6.0 Only juice authorized by the state WIC program can be purchased with vouchers. See Appendix A: WIC Authorized Food List.

**AUTHORIZED FOODS, cont.**

- Allowed* 6.1 Authorized juices meet the following requirements:
- 100% pasteurized, unsweetened fruit or vegetable juice (or juice blends);
  - Contain a minimum of 30 mg of vitamin C per 100 milliliters; and
  - Meet the price, container size (11.5-12 oz and 16 oz frozen concentrate.; 64 oz plastic bottle single strength) and availability requirements set by the Oregon WIC program.
- 6.2 Calcium and Vitamin D fortified juice and juice with fiber are approved.
- 6.3 Vegetable juice may be regular or lower in sodium.
- Not allowed* 6.4 These juices are **not** allowed:
- No juice drinks such as Hi-C.
  - No juice cocktails, V-8 splash or apple cider.
  - No imitation beverages such as Awake, Tang, Orange Plus, Start or Sunny Delight.
  - No juice with added sugar or sweeteners.
  - No juice with added Vitamin E, zinc or magnesium.
  - No organic juice.
- Eggs* 7.0 Authorized eggs are:
- Allowed*
- White chicken eggs;
  - Large size; and
  - Any brand, in packages of one dozen.
- Not allowed* 7.1 These eggs are **not** allowed:
- No brown eggs.
  - No dried or powdered eggs.
  - No specialty brands such as “Eggland’s Best,” “Naturally Nested,” “cage free” or nutrient modified (e.g. higher Omega-3 or Vitamin E).
  - No organic eggs.
- Dry beans, peas or lentils* 8.0 Authorized dry beans, peas, or lentils are:
- Allowed*
- Any brand of mature dry beans, peas or lentils in a 16 or 32 oz. size package.
  - Mixed dry beans, peas or lentils, if they do not contain added seasonings.
- 8.1 Mature dry beans include but are not limited to black, navy, kidney, mature lima (butter beans), fava, garbanzo, soy, pinto, and

**AUTHORIZED FOODS, cont.**

mung beans. Dry peas include but are not limited to crowder, cow, split, and black-eyed peas.

*Not allowed*

8.2 These types of dry bean, peas and lentils are **not** allowed:

- No dry beans, peas or lentils with added seasonings.
- No organic beans, peas or lentils.
- May not contain added sugars, fats, oils, vegetables, fruit or meat as purchased.
- No bulk.

***Peanut butter***

9.0 Authorized peanut butter is:

*Allowed*

- Any brand of peanut butter in a 16-18 oz container;
- Any texture such as creamy, crunchy or chunky; and
- With or without salt.

*Not allowed*

9.1 These types of peanut butter are **not** allowed:

- No peanut butter **spread** (most reduced-fat peanut butter is peanut butter spread).
- No peanut butter with jelly, honey, marshmallows, chocolate or similar ingredients added
- No Omega-3 enhanced.
- No honey roasted peanut butter.
- No low-fat or reduced fat peanut butter.
- No organic peanut butter.
- No bulk or “grind your own” peanut butter.

***Fish***

10.0 Only **fully breastfeeding** women can receive tuna, salmon or sardines.

*Allowed*

10.1 These are **allowed**:

- Any brand of canned chunk light tuna packed in water, 5 oz can **or larger**;
- Any brand pink salmon packed in water, 5 oz. can **or larger**;
- Bumble Bee or Chicken of the Sea brand sardines packed in water, 3.75 oz can;
- May be regular or lower in sodium content; and
- Pack may include bones or skin.

**AUTHORIZED FOODS, cont.**

*Fish: Not allowed*

10.2 These types of tuna, salmon and sardines are **not** allowed:

- No albacore, yellowfin or tongel tuna.
- No red salmon, sockeye salmon, blueback or Atlantic salmon.
- No flavored or seasoned tuna, salmon or sardines.
- No fillets.
- No tuna, salmon or sardines packed in oil.
- No tuna, salmon or sardines packaged in pouches or single serving packages.
- No specialty fish, like pole caught.

***Fruits and vegetables***

11.0 Authorized fresh and frozen fruits and vegetables meet the conditions below:

*Allowed*

11.1 Authorized fresh fruits and vegetables are:

- Fresh as defined by 21 CFR §101.95
- Any brand or variety of fresh whole or cut fruit without added sugars.
- Any brand or variety of fresh whole or cut vegetables without added sugars, fats or oils.
- Salad greens in a bag.
- Any type fresh immature beans, peas or lentils.
- Organic is allowed.

*Not allowed*

11.2 The following fresh fruits and vegetables are **not** allowed:

- No salad bar, deli items or party trays.
- No added dressing or dip.
- No added nuts, dried fruit, croutons, etc.
- No canned or jarred fruits or vegetables.
- No herbs or spices (like basil, cilantro or parsley).
- No edible blossoms and flowers e.g. squash blossoms (broccoli, cauliflower and artichokes are allowed).
- No peanuts or other nuts.
- No ornamental and decorative blossoms, fruits and vegetables, such as chili peppers on a string, garlic on a string, gourds or painted pumpkins.
- No fruit baskets and party vegetable trays.
- No baked goods, such as blueberry muffins.

**AUTHORIZED FOODS, cont.**

*Fruits and  
vegetables: allowed*

- 11.3 Any brand and variety of frozen fruits and vegetables.
- Frozen fruit: any brand or variety of single ingredient unsweetened frozen fruits.
  - Frozen vegetables: any brand or variety of single ingredient frozen vegetables (including frozen beans) without added sugars, salt, fats or oils.
  - Frozen beans (immature or mature), may include edamame, black-eyed peas and lima beans, and may contain added vegetables or fruits.
  - Whole, cut or mixed.
  - Organic is allowed.

*Not allowed*

- 11.4 The following frozen fruits and vegetables are **not** allowed:
- No fruit or vegetables with added sugars, salt (i.e. sodium), fats or oils.
  - No added sauce or creamed vegetables.
  - No added grain (rice or pasta), meat, , noodles, nuts or sauce packets.
  - No French fries, hash browns, potatoes O'Brien or tater tots.
  - No breaded or battered vegetables.

**Whole grains**

- 12.0 Authorized whole grains include 100% whole wheat bread, soft corn tortillas and brown rice.

*Allowed*

- 12.1 Authorized **whole wheat breads** meet the following conditions:
- Must conform to the FDA standard of identity (21 CFR 136.80);
  - “Whole wheat flour” and/or “bromated whole wheat flour” must be the only flours listed in the ingredient list. Other optional ingredients in small amounts, including non-wheat flours, are allowed, so long as the products meet the standard of identity for whole wheat bread.
  - Must have “100% whole wheat” printed on the label;
  - Loaf of bread, and
  - May be any brand and any size package.

*Not allowed*

- 12.2 For **whole wheat bread**, the following are **not** allowed:
- No whole wheat buns or rolls.
  - No light (lite) bread.
  - No organic bread.

**AUTHORIZED FOODS, cont.**

- Allowed* 12.3 Authorized **soft corn tortillas** meet the following conditions:
- Whole corn is listed as the primary ingredient (e.g. whole corn, corn (masa), whole ground corn.) However, if the market availability of such corn tortillas is limited, corn tortillas may be made from ground masa flour using traditional processing methods (e.g. corn masa flour, masa harina, and white corn flour.) It is allowable for another ingredient, such as water, to be listed as the first ingredient in the corn tortilla.
  - May be any brand of yellow or white soft corn tortillas.
  - Any size package.
- Whole grains:  
Not allowed* 12.4 For **soft corn tortillas**, the following are **not** allowed:
- No fried or hard shelled tortillas.
  - No tortilla chips.
  - No organic tortillas.
  - No bulk.
- Allowed* 12.5 **Authorized brown rice** meets the following conditions:
- May be quick or regular cooking;
  - Basmati and jasmine brown rice are allowed; and
  - May be any brand and any size package.
- Not allowed* 12.6 For **brown rice**, the following are **not** allowed:
- No white, wild or instant rice.
  - No organic brown rice.
  - No added seasonings, sugars, fat, oil or salt (i.e. sodium).
  - No bulk.
- Baby cereal** 13.0 Authorized baby cereals meet the following conditions:
- Allowed* 13.1 Baby cereal must contain 45 mg of iron per 100 grams of dry cereal.
- 13.2 Must be in an 8 oz package or larger.
- Not allowed* 13.3 The following are **not** allowed:
- No baby cereal with formula, milk, yogurt, fruit or other non-cereal ingredients added (e.g. DHA).
  - No baby cereal in single serving packets.
  - No organic baby cereal.

**AUTHORIZED FOODS, cont.**

***Baby food fruits and vegetables*** 14.0 Authorized baby food fruits and vegetables meet the following conditions:

- Any brand commercial baby food fruits and vegetables without added sugars, starches, or salt (i.e. sodium).
- Fruit or vegetable must be listed as the first ingredient.
- Must be in a 3.5 - 4.0 oz glass jar or plastic container.
- 2-packs are OK.
- Mixed fruits and vegetables are OK.
- Combinations of fruits and/or vegetables are allowed.
- Mixed vegetables with white potato are authorized, as long as, the white potatoes are not the first ingredient.

*Not allowed* 14.1 The following are **not** allowed for baby food fruits and vegetables:

- No pureed baby food fruits or vegetables.
- No toddler foods or “Graduates”.
- No mixtures with cereal or yogurt.
- No infant food desserts (e.g. peach cobbler), dinners or casseroles.
- No added meat, noodles or grains.
- No added DHA.
- No organic baby fruits and vegetables.
- No pouches

***Baby food meat*** 15.0 Only infants who are **fully breastfed** can receive baby food meat.

*Allowed* 15.1 The following are allowed:

- Any brand, single ingredient commercial infant food meat or poultry;
- May contain broth or gravy; and
- Must be in a 2.5 oz glass jar or plastic container.

*Not allowed* 15.2 The following are **not** allowed:

- No baby food meat with added sugars or salt (i.e. sodium).
- No added fruit, vegetables or noodles, such as infant food combinations (e.g. meat and vegetables), dinners (e.g. spaghetti and meatballs) or casseroles.
- No toddler food or “Graduates”.
- No added DHA.
- No organic baby food meat.

***Food authorization process*** 16.0 For a description of the WIC food authorization process, see Appendix B. ★

If you need this in large print or an alternate format,  
please call (971) 673-0040.  
WIC is an equal opportunity program and employer.

WIC Authorized Food List (10/1/2014)			APPENDIX A	
Food	Brand	Product	Description	May Not Buy
<b>Cold cereal</b>	General Mills	Cheerios (plain and Multi-Grain Cheerios)	May combine cereals to add up to total number of ounces allowed.  Cold cereal: 12 oz size or larger	No cereal brands other than those listed here may be purchased.  No single-serving boxes or packets of <b>COLD</b> cereal
		Chex (Rice Chex and Corn Chex)		
		Kix (original)		
	Kellogg's	All-Bran Complete Wheat Flakes		
		Corn Flakes (original)		
		Frosted Mini Wheats (Original and Big Bite)(original flavor)		
		Rice Krispies (original and Gluten Free Rice Krispies)		
		Special K (original)		
	Malt-O-Meal	Crispy Rice (box or bag)		
		Frosted Mini Spooners (box or bag)		
		Oat Blenders with Honey and with Honey and Almonds (box or bag)		
	Post	Banana Nut Crunch		
		Honey Bunches of Oats (Honey Roasted, Almond, Cinnamon, and Vanilla Bunches)		
		Grape Nuts		
	Quaker	Life (original)		
Oatmeal Squares (Brown Sugar and Cinnamon)				
Sunbelt Bakery	Simple Granola			
Private labels	Crisp or Crispy Rice (Essential Everyday, Fred Meyer, Great Value, Haggen, , IGA, Kroger, Market Pantry, Safeway Kitchens, Western Family, WinCo)			
<b>Hot Cereal</b>	Malt-O-Meal	Malt-O-Meal (original)	May combine cereals to add up to total number of ounces allowed.  Hot cereals: 11.8 oz size or larger	No cereal brands other than those listed here may be purchased
	B&G Foods	Cream of Wheat (1, 2 ½ minute and 10 minute)(plain or whole grain)		
		Cream of Rice (plain)		
	Quaker	Instant Grits (original, single serving)		
Private labels	Plain Instant Oatmeal, single serving (Essential Everyday, Food Club, Great Value, IGA, Kroger, Safeway Kitchens, Western Family)			

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2014)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
<b>Frozen Juice (11.5-12 oz. and select 16 oz.)</b>	Apple	Essential Everyday, Fred Meyer, Great Value, Hy-Top, IGA, Kroger, Langers, Safeway, Tree Top, Western Family	Only the brands and flavors listed.	No juice brands or flavors that are not listed.
	Grape	Essential Everyday (purple), Great Value (purple), Welch's (with yellow lid), Western Family (purple)	100% unsweetened juice only.	No juice "drinks" (such as Hi-C).
	Grapefruit	Any brand	Calcium and Vitamin D fortified juice and with fiber are allowed.	No juice "cocktails" or V8 Splash.
	Orange	Any brand (both 11.5-12 and 16 oz.)	Frozen: 11.5 - 12 oz and 16 oz.	No imitation beverages (such as Awake, Tang, Orange Plus, Start, Sunny Delight).
	Pineapple	Dole (see also "Blends" below)		No juice with added sugar or sweeteners.
	Blends	Dole (any flavor or blend). Old Orchard (any flavor or blend with green lid). Welch's (any flavor or blend with yellow lid).		
<b>Plastic bottled juice</b>	Apple	Essential Everyday, Fred Meyer, Great Value, Haggen, , IGA, Kroger, Market Pantry, Langers, Safeway, Tree Top, Western Family, WinCo	Plastic bottles: 64 oz only	No juice with added Vitamin E, Zinc, or Magnesium (e.g. no Langer's Plus orange juice).
	Cranberry	Essential Everyday (cranberry, cranberry-raspberry) Fred Meyer, Great Value (cranberry blend), Haggen (cranberry and cranberry-raspberry), Kroger, Safeway (cranberry, cranberry-grape, cranberry-raspberry), Western Family (cranberry, cranberry-grape, cranberry-raspberry)		No organic juice
	Grape	Essential Everyday (purple or white), Fred Meyer (purple or white), Great Value (purple or white), Haggen (purple or white), IGA (purple), Kroger (purple or white), Market Pantry (purple or white), Safeway (purple or white), Western Family (purple and white grape), WinCo (purple)		No apple cider
	Grapefruit	Essential Everyday, Western Family		No Treetop 3 Apple Blend
	Orange	Essential Everyday, Safeway, Western Family		No Fred Meyer Natural Apple Juice
	Pineapple	Essential Everyday, Langers, Safeway, Western Family		

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2014)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
	Tomato	Campbell's (original or low sodium), Essential Everyday, Great Value, IGA, Market Pantry, Safeway, Western Family (Regular and low sodium are allowed.)		
	Vegetable	Essential Everyday, Fred Meyer, Great Value, IGA, Kroger, Safeway, Western Family (Regular and low sodium are allowed), WinCo		
	Blends	Juicy Juice (all flavors) Treetop (Apple, Apple Berry, Apple Cranberry, Apple Grape, Orange Passionfruit, Pineapple Orange) Western Family (Apple, Cranberry, Cranberry Grape, Cranberry Raspberry, Grape (purple or white), Grapefruit, Orange, Pineapple, Tomato, Vegetable)		
<b>Cheese</b>	Cheddar (mild or medium)	Any brand made in USA from 100% pasteurized milk.	May buy only the types listed. 1 pound (16 oz) or 2 pound (32 oz.) packages only. Regular, low-fat, non-fat, or low-sodium.	No sharp, extra sharp or white cheddar. No sliced, deli, string, or shredded cheese. No fresh mozzarella (packed in water) No cheese made from soy milk, goat milk or raw milk. No cheese foods, products, or spreads (like Velveeta, Cheese Whiz). No smoked or flavored cheeses (with items added like jalapeño peppers or caraway seeds). No organic.
	Cheddar-Jack			
	Colby			
	Colby-Jack			
	Monterey Jack			
	Mozzarella			
<b>Dry beans, peas, or lentils</b>	Any type	Any brand, mature.		No seasonings added. No added sugar, fat, vegetables, fruit, sodium or meat. No organic. No bulk.

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2014)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
<b>Eggs</b>	White, large, chicken eggs	Any brand.	White chicken eggs only. Large size only. Packages of one dozen.	No brown eggs or eggs other than chicken eggs.  No specialty types or brands like Egglard's Best or Naturally Nested or cage free.  No nutrient-modified eggs (like higher Omega-3 or Vitamin E).  No organic
<b>Cow's milk</b>	Fresh	Any brand, pasteurized with required Vitamins A and D added based on fat content. Buy the type listed on the voucher: Fat-free (nonfat,skim); Low-fat (1%); Reduced-fat (2%); or Whole milk Acidophilus and Lactose-free are allowed only if listed on the voucher. Skim Delux, Ultra, Supreme, Creamy, Royale, etc., are allowed.	Buy the container size listed on the voucher.	No organic. No buttermilk. No flavored milk. No raw milk. No rice milk. No half and half. No milk with more than 5% milk fat content. No whipped cream. No Omega-3 or Vitamin E. No specialty items, like glass bottles. Cannot combine sizes of milk unless specified on the voucher.
	Dry	Any brand. May buy only if listed on the voucher. Non-fat.		
	Evaporated	Any brand. May buy only if listed on the voucher. May be regular, low-fat or fat-free.		
<b>Goat milk</b>	Evaporated	Meyenberg brand only.	May only buy the brand and type of goat milk listed on the voucher.	No unfortified goat milk.
	Fresh (carton)			
	Powdered			

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2014)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
<b>Soy beverage</b>		Pacific Ultra Soy – Plain or vanilla 8 <sup>th</sup> Continent Soymilk – Original or vanilla WESTSOY Organic Plus Plain Soymilk Silk Soymilk - Original	May only buy soy beverage if listed on the voucher.  32 oz. or 64 oz. container  May only buy one brand per voucher.	
<b>Peanut butter</b>	Any texture	Any brand.	16-18 oz containers  Any texture such as creamy, crunchy or chunky.	No low-fat or reduced-fat peanut butter.  No jelly, marshmallow, chocolate or honey added.  No “enhanced” with Omega-3.  No honey roasted.  No peanut “spread”.  No organic.  No bulk or “grind your own.”
<b>Fish</b>	Chunk light tuna packed in water  Pink salmon packed in water  Sardines packed in water	Any brand tuna or salmon. Bumble Bee or Chicken of the Sea sardines.	Tuna - 5 oz can or larger.  Pink salmon – 5 oz can or larger.  Sardines – 3.75 oz can.  Packed in water only.  Regular or low-sodium.  May include skin and bones.	No albacore, yellowfin or tongel tuna.  No red, sockeye, blueback or Atlantic salmon.  No flavored or seasoned tuna, salmon or sardines.  No fillets.  No tuna, salmon or sardines packed in oil.  No pouches or single serving packages.  No specialty fish, like pole caught.

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2014)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
<b>Fruit and vegetables</b>	Fresh	Any brand.	<p>Whole pre-cut, shredded or packaged.</p> <p>Salad and greens in a bag. Organic is OK.</p> <p>Must be purchased using the Fruit and Vegetable Cash Value Voucher.</p>	<p>No salad bar, deli items or party trays.</p> <p>No added dressing or dip.</p> <p>No added nuts, dried fruit, croutons, etc.</p> <p>No canned or jarred fruits or vegetables.</p> <p>No herbs or spices (like basil, cilantro or parsley).</p> <p>). No plants.</p>
	Frozen	Any brand and variety.	<p>Whole, cut or mixed. Frozen beans are OK (like lima beans, edamame and black-eyed peas)</p> <p>. Organic is OK.</p> <p>Only allowed if listed on the voucher or benefit list.</p> <p>Must be purchased using the Fruit and Vegetable Cash Value Voucher.</p>	<p>No added sugar, salt, fats or oils.</p> <p>No added sauce or creamed vegetables.</p> <p>No added rice, pasta, meat, nuts, or noodles</p> <p>No French fries, hash browns, potatoes O'Brien, or tater tots.</p> <p>No breaded or battered vegetables.</p>
<b>Whole grains</b>	Whole wheat bread	Any brand.	<p>Loaf of bread.</p> <p>Must say "100% whole wheat" on the label.</p>	<p>No light or "lite" bread.</p> <p>No organic.</p>

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2014)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
	Soft corn tortillas	Any brand.	Soft only. Yellow or white corn. Bulk ok.	No fried tortillas or tortilla chips. . No tortillas chips. No organic.
	Brown rice	Any brand.	Brown jasmine and brown basmati rice are allowed.	No white, wild, milled, sprouted or instant brown rice. No boil in bag rice. No added seasonings, sugar, fat, oil or salt (e.g. sodium.) No organic. No bulk.
<b>Baby food: fruits and vegetables</b>	Any baby food fruits and vegetables	Any brand	Must be in a 3.5-4 oz glass jar or plastic container. Mixed fruits and vegetables are OK. 2-packs are OK	No "dinners," "desserts,," "smoothies" Or casseroles. No toddler foods or "Graduates" No added cereal or yogurt. No added meat, rice, noodles or grains. No added sugar or starches. No added DHA. No organic. No pouches. No powdered baby food.

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2014)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
<b>Baby food: meat</b>	Any single ingredient baby food meat or poultry	Any brand	Must be in a 2.5 oz glass jar or plastic container. May contain broth or gravy.	No "dinners" or "casseroles". No added fruit, vegetables or noodles. No toddler food or "Graduates". No added DHA. No organic.
<b>Baby cereal</b>		Beech-Nut, Beech-Nut Goya and Gerber	8 oz size or larger. May buy infant cereal only if listed on the voucher. Any grain.	No added formula, milk, yogurt or fruit. No added DHA. No jars, cans, single-serving packets. No organic.
<b>Infant formula</b>	Bid formulas	Refer to ♦730 for more information on bid formulas.	May buy only the formula brand, type, and size listed on the voucher.	No other formula brand, type, or size.

**WIC FOOD AUTHORIZATION PROCESS**

1. A state Food Review Committee will convene whenever necessary to review the current authorized food list, resolve any food-related issues, and/or determine any change in foods. The authorized food list will be reviewed at least once every 1-2 years.
2. The Food Review Committee recommends general and specific criteria for approving WIC foods:

**Nutritional Considerations and Education**

- WIC foods shall meet the minimum federal requirements governing the WIC food package 7 CFR 246.10, Table 4, and state criteria for allowable foods, as outlined in ◆770.
- The food package shall offer a variety of types and brands of the allowed foods to ensure that all participants' dietary needs shall be considered (high fiber cereals, variety of grains, wheat-free options, cereals which are good finger foods for toddlers, lactose-intolerant choices, etc.)
- WIC food products shall be consistent with the promotion of good nutrition and education, and provide opportunity to promote sound food buying practices.
- Foods and their packaging shall be evaluated based on the ease in educating participants on the purchase of particular food products. Packaging shall be distinguishable from that of similar products.

**Acceptability of Foods**

The WIC Program shall select foods that can be consumed by the majority of participants and shall give consideration to cultural food beliefs, preferences and practices or special food needs of participants. The relative acceptability of a food item by participants and staff shall be determined before that food item is added to or removed from the food package. Participant preference of foods will be gathered by the following:

- Participant preference surveys
- Local program staff surveys
- Participant requests
- Participant EBT purchase data

**Availability of Foods**

The selection of different food products for the WIC Food List shall be determined based on availability at the retail and wholesale level.

- The food product shall be available from WIC Vendors throughout the state or from the majority of the largest wholesale distributors in the state.
- The food product shall have been available for at least one year on store shelves (in the United States) before it is considered for addition to the WIC Food List.
- An availability survey shall be conducted throughout the state as part of the food review process.

## **AUTHORIZED FOODS, *cont.***

### **Cost**

- The cost of food items shall be considered prior to authorization. Higher priced items may be disallowed if products meeting all other criteria are available at a lower cost, for example organic foods or specialty products. The WIC Program will consider store brands to contain costs.
  - The WIC Program shall have the option to further restrict the number of brands of any product in order to contain the cost of the food package through competitive procurement of rebate contracts or by other similar means.
  - Price surveys of nutritionally adequate products shall be conducted throughout the state as part of the food review process.
3. When a request is made to add a product or clarify if a product meets the WIC criteria, the request should include a label or packaging material which clearly indicates the name of the manufacturer, address of manufacturer, type of food, ingredients, nutrient information, and size of container. Send this information to the Oregon Health Authority WIC Program:

Oregon Health Authority  
Nutrition and Health Screening (WIC) Program  
800 NE Oregon Street, Suite 865  
Portland, OR 97232-3477

As needed, the state WIC Program staff will contact the manufacturer to verify the information on the label and obtain other relevant information such as, but not restricted to, documentation that certifies the actual content of nutrients/ingredients identified in WIC federal regulations, availability, alternative package sizes and cost.

4. The Food Review Committee will use the following tools to determine which foods to authorize:
- Surveys of WIC participants and local program staff; participant requests, participant EBT purchase data and input of authorized grocers.
  - Submissions from food companies requesting consideration of their products for the Food List;
  - Nutrition content charts for submitted foods, reviewed by a state nutritionist;
  - Price and availability checks from stores.
5. Once the food review process is complete, the state WIC program will take the following actions:
- The participant Food List and the Checkout Summary for Vendors will be updated.
  - Vendors and local WIC programs will be notified in writing of these changes and their effective date.
  - Participants will be notified either through the mail or by their local WIC program.
  - Data system changes will be made as necessary.



**POLICY:** Local WIC programs shall follow established procedures for TWIST security processes.

**PURPOSE:** To ensure security of access to TWIST and confidentiality of WIC participant records. Participant data security is essential to the WIC program.

**RELEVANT REGULATIONS:** 7 CFR §246.26(d)—Confidentiality of applicant and participant information

**OREGON WIC PPM REFERENCES:** ◆450—Confidentiality

**TWIST TRAINING MANUAL REFERENCES:** Chapter 1, Lesson 100—Introduction to TWIST and TWIST Security

**APPENDICES: DEFINITIONS:**

<i>TWIST</i>	The WIC Information System Tracker. The data system for the Oregon WIC Program.
<i>User</i>	A staff member who has access to the TWIST data system.
<i>Role</i>	A designation in TWIST that defines levels of access (edit, view or no access). Roles are assigned to users.
<i>Add-on role</i>	A specialized role in TWIST that does not stand alone. These roles are granted to specific individuals who already have a role in TWIST but need additional access to a certain area of TWIST in order to perform a specific function.
<i>Unique identifiers</i>	Any data element that can be used to identify a participant ( <i>i.e.</i> , <i>participant name, address, phone number</i> ).

**PROCEDURE:**

- Confidentiality statement* 1.0 All WIC staff must sign a confidentiality statement to confirm they have been notified that all participant data must be kept confidential. See ♦450--Confidentiality.
- 1.1 Ensure each staff member signs a confidentiality statement when hired and maintain this documentation on file.
- Security roles in TWIST* 2.0 Security roles shall be assigned and removed in TWIST with the permission of the Local Coordinator or their designee. Staff should be properly trained in the areas of TWIST for which they have security. For a list of roles and their corresponding access, run report SA130R 'FamilyNet User Role Authorities' from the Security module.
- 2.1 The WIC Coordinator or designee is granted the role 'Set User Security Local'
- 2.2 The role 'Set User Security Local' grants the ability to add/remove users, change TWIST passwords, and assign or remove security roles to users.
- 2.3 A user with the 'Set User Security Local' can also grant add-on roles to staff members.
- 2.4 When a staff member is no longer working in the WIC program, the WIC Coordinator or designee must remove their WIC role(s). If they are no longer working in a program that requires them to use Familynet, their name should also be removed from the "Security" table in TWIST.
- Security of TWIST reports* 3.0 Participant data must be kept secure:
- 3.1 At employee workstations, staff should "lock" their computer screen if they leave their workstation while they have TWIST open.
- 3.2 All documents and reports that are generated from TWIST must be kept secure (i.e. Verification of Certification (VOC), ineligibility notifications, etc.).
- 3.3 Any document or report that includes a participant's name or any other unique identifier must be kept secure.
- 3.4 Keep documents in a locked drawer or file cabinet, turned face down on a staffed workstation, or in an area where non-WIC staff are not permitted.
- 3.5 See ♦450—Confidentiality for more detailed information on security of participant data. ★

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