

**ISSUE DATE:** September 15, 2016

**TO:** WIC 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 2016-06**



**EXPLANATION:**

- ◆ **440 – Staff Training Requirements**
  - Replaces references to DHS/OHA Learning Center with iLearnOregon.
  - Adds requirement that staff members involved in verifying online second NE contacts receive training on how to do so.
  
- ◆ **655 – Homeless Applicants**
  - Minor wording and format changes to improve clarity.
  
- ◆ **769 – Assigning WIC Food Packages**
  - Lowfat/nonfat yogurt is allowed as a substitute for whole milk yogurt for children 12-23 months in limited circumstances. (§9.2)
  - Updates WIC Monthly Standard Food Packages for Children and Women table. (Appendix A)
    - Splits the child food packages into C 12-23 months and C24-60 months, because yogurt is in the standard food package of C24-60 mo, but not in C12-23.
    - Adds 32 oz. lowfat/nonfat yogurt to C2-5 and women standard food packages, and reduces the milk by 1 quart. C1-2 food packages can be modified to include whole milk yogurt, see footnote “l”.
    - Allows child and women food packages to be modified to include 16 oz. tofu as an alternative to 1 quart milk for children and women (see footnote k).
    - Lists the additional whole grain options (whole wheat tortillas, whole grain pasta, oats and bulgur).
    - Includes canned beans as an alternative for dry beans and peanut butter.
  
- ◆ **770 – Authorized Foods**
  - Sections added for each of the new foods, including their eligibility criteria: yogurt, tofu, canned beans, whole wheat tortillas, instant brown rice, whole wheat pasta, oats (as a whole grain) and bulgur.
  - Authorized juice criteria changed to allow added fiber, vitamins and minerals. (§8.0)
  - Canned beans includes canned beans, peas or lentils, but not canned green beans or peas. This new canned bean option may be regular or low sodium and may contain a small amount of added sugar for processing. (§10.0)
  - Brown rice now includes instant brown rice. (§18.0)
  - Brand specific organic baby cereal (§22.0), baby food fruits & vegetables (§23.0) and baby food meat (§24.0) allowed.
  - Only 4 oz containers of baby food fruit and vegetables are allowed. (§23.0)
  - Updates the WIC Authorized Food List table with changes to authorized foods, brands, flavors and descriptions. (Appendix A).
    - Updates to the cereals and juices.

- Allowed brands of whole milk yogurts and lowfat & nonfat yogurts added.
- Allowed brands of tofu added.
- Soy beverage Westsoy Organic Plus Soymilk Vanilla added.
- Brands of allowed soft corn tortillas, whole wheat pasta, whole wheat tortillas listed.
- Updates to authorized brands of baby food fruit and vegetables and baby food meats.
- Only specific brands of organic baby cereal, fruits and vegetables and meat are allowed.

◆ **1100 – Farm Direct Nutrition Program: Local Program Responsibilities**

- Deletes requirement for local programs to provide a written procedure for ensuring check security to state staff during reviews.



## WIC Policy Updates Issued for 2016 (Year-To-Date)

Manual Update Number	Policy Number	Policy Title	Manual Page Number(s)	Issue Date
2016-01	710	Breastfeeding: Definition, Promotion and Support Standards	710.0 – 710.9	January 11, 2016
2016-01	712	Breastfeeding: Breast Pump Ordering, Distribution and Tracking Guidelines	712.0 – 712.12	January 11, 2016
2016-01	713	Breastfeeding: Use of Supplemental Formula	713.0 – 713.4	January 11, 2016
2016-01	716	Breastfeeding Peer Counseling (BFPC) Program Requirements	716.0 – 716.10	January 11, 2016
2016-01	730	Bid Formula: Use and Description	730.0 – 730.5	January 11, 2016
2016-01	880	Referrals: Alcohol, Tobacco and Other Drug Use	880.0 – 880.2	January 11, 2016
2016-01	885	Other Referrals: Required and Recommended	885.0 – 885.3	January 11, 2016
2016-01	711	<i>Merged into policy 710 and DELETED -</i> Breastfeeding: Benefits and Contraindications	---	January 11, 2016
2016-02	452	Civil Rights	452.0 – 452.12	March 8, 2016
2016-02	710	Breastfeeding: Promotion and Support Standards	710.8 – 710.9	March 8, 2016
2016-02	717	<i>Merged into policy 716 and DELETED –</i> Breastfeeding Peer Counseling: Personnel Guidelines	---	March 8, 2016
2016-02	718	<i>Merged into policy 716 and DELETED –</i> Breastfeeding Peer Counseling: Job Parameters, Protocol and Scope of Practice	---	March 8, 2016
2016-02	719	<i>Merged into policy 716 and DELETED –</i> Breastfeeding Peer Counseling: Training	---	March 8, 2016
2016-03	480	Voter Registration-National Voter Registration Act	480.0 – 480.9	April 14, 2016
2016-03	511e	Food Benefit Issuance	511e.0 – 511e.4	April 14, 2016
2016-03	561e	Program Integrity: Replacement of Food Benefits	561e.0 – 561e.2	April 14, 2016
2016-03	614	Income Eligibility: Current Income Guidelines	614.0 – 614.2	April 14, 2016
2016-03	1100	Farm Direct Nutrition Program: Local Program Responsibilities	1100.0 – 1100.7	April 14, 2016
2016-04	140	Organization: Purpose and Chart	140.0 – 140.3	June 1, 2016
2016-04	400	Local Program Overview: Responsibilities and Communications	400.0 – 400.3	June 1, 2016
2016-04	435	Staffing Recommendations	435.0 – 435.3	June 1, 2016
2016-04	440	Staff Training Requirements	440.0 – 440.12	June 1, 2016

## WIC Policy Updates Issued for 2016 (Year-To-Date)

Manual Update Number	Policy Number	Policy Title	Manual Page Number(s)	Issue Date
2016-04	511	Food Benefit Issuance	511.0 – 511.4	June 1, 2016
2016-04	610	Required Proofs-Identity, Residency, Income	610.0 – 610.8	June 1, 2016
2016-04	611	Income Eligibility: Determining Income Eligibility	611.0 – 611.12	June 1, 2016
2016-04	613	Income Eligibility: What Counts as Income	613.0 – 613.12	June 1, 2016
2016-04	615	Income Eligibility: Change in Income	615.0 – 615.4	June 1, 2016
2016-04	616	Unavailable Proofs	616.0 – 616.5	June 1, 2016
2016-04	621	Providing WIC Services During Home Visits	621.0 – 621.3	June 1, 2016
2016-04	652	WIC Transfer Card and WIC Overseas Program	652.0 – 652.7	June 1, 2016
2016-04	823	Nutrition Education: Second Nutrition Education Using Online Lessons	823.0 – 823.2	June 1, 2016
2016-04	835	Nutrition Education: Attendance or Refusal	835.0 – 835.1	June 1, 2016
2016-05	645	Certification Periods	645.0 – 645.3	June 29, 2016
2016-05	646	Mid-Certification Health Assessment	646.0 – 646.2	June 29, 2016
2016-05	661	Competent Professional Authority: Appropriate Counseling for Risk Levels	661.0 – 661.6	June 29, 2016
2016-05	675	Risk Criteria Codes and Descriptions	670.0 – 670.2	June 29, 2016
2016-05	769	Assigning WIC Food Packages	769.0 – 769.20	June 29, 2016
2016-05	485	<b>DELETED</b> - WIC ID Number and ID Card	---	June 29, 2016
2016-05	500	<b>DELETED</b> - Ordering and Securing of FI Stock and MICR Toner	---	June 29, 2016
2016-05	505	<b>DELETED</b> - FI Issuance and Local Printing	---	June 29, 2016
2016-05	506	<b>DELETED</b> - Exceptions for Mailing Food Instruments	---	June 29, 2016
2016-05	530	<b>DELETED</b> - Food Instrument Register and FI Stub	---	June 29, 2016
2016-05	540	<b>DELETED</b> - Proxy System	---	June 29, 2016
2016-05	560	<b>DELETED</b> - Replacing Food Instruments	---	June 29, 2016
2016-06	440	Staff Training Requirements	440.0 – 440.21	September 15, 2016
2016-06	655	Homeless Applicants	655.0 – 655.5	September 15, 2016
2016-06	769	Assigning WIC Food Packages	769.0 – 769.22	September 15, 2016
2016-06	770	Authorized Foods	770.0 – 770.24	September 15, 2016
2016-06	1100	Farm Direct Nutrition Program: Local Program Responsibilities	1100.0 – 1100.7	September 15, 2016



**SECTION:** Local Program Operations  
**SUBJECT:** **Staff Training Requirements**  
**DATE:** September 15, 2016 (*revised*)

440

**POLICY:** Local programs will ensure that staff are appropriately trained to perform their functions according to policy. Local program staff shall complete state training modules or online courses as appropriate for their position. Local program staff must demonstrate an adequate level of competence in performing their tasks.

**PURPOSE:** To train WIC staff to be Competent Professional Authorities (CPAs) as required by USDA. To ensure a consistent level of competence among all local WIC staff.

**RELEVANT REGULATIONS:**  
7 CFR §246.11 ¶(c)(2)—Provision of training  
7 CFR §246.11 ¶(c)(7)(iii)—New staff training  
7 CFR §246.7 ¶(e)—Certification of participants: Nutritional risk  
7 CFR §246.14 ¶(c)(iii) —Allowable Training Costs  
USDA WIC Nutrition Services Standards—Standard 3 (A)(1)(a-e)

**OREGON WIC PPM REFERENCES:**  
◆425—Ordering State Produced Materials  
◆426—Record Retention  
◆452—Civil Rights  
◆660—Competent Professional Authority: Requirements  
◆710—Breastfeeding: Promotion and Support Standards  
◆719—Breastfeeding Peer Counseling: Training  
◆850—Nutrition Education Plan

**APPENDICES:**  
440.7 Appendix A WIC Training Module Schedule  
440.13 Appendix B WIC Training Supervisor Roles and Responsibilities  
440.15 Appendix C Sample Training Calendar for Full Time CPA  
440.18 Appendix D Staff Training Tracking Sample  
440.20 Appendix E CPA Training Checklist

**DEFINITIONS:**

*Training module* Training modules are self-paced pen and paper instructional modules, produced by the state WIC program to guide training at the local level on topics pertinent to the WIC program.

*Online courses* Online courses are self-paced training courses produced by the state WIC program, hosted on a central site accessed via the internet, and completed by local agency staff using a computer. Select courses train local staff on topics pertinent to the WIC program.

*Local program training supervisor* A person designated by the local program to ensure training of local staff is completed in accordance with state policy. Minimum qualifications: must be a health professional as defined in ◆660—Competent Professional Authority: Requirements.

**STAFF TRAINING REQUIREMENTS, cont.**

<i>Trainee</i>	The local program staff receiving training using the training modules and online courses.
<i>Level 1 Training</i>	Training modules, module chapters or lessons, or online courses that must be completed by all WIC staff.
<i>Level 2 Training</i>	Training modules, module chapters or lessons, or online courses that must be completed by all CPAs.
<i>Level 3 Training</i>	Advanced training, online courses or modules, module chapters or lessons that are completed by staff with previous advanced training in a specific content area.

**BACKGROUND:** The Oregon WIC program considers well-trained staff an asset to local WIC programs. Local programs employ a variety of staff in WIC with diverse backgrounds and training. Local programs must ensure that all WIC staff are trained and have the basic nutrition knowledge and skills needed to provide WIC services to participants using a participant-centered approach.

**PROCEDURE:**

- Training requirements for new WIC staff*
- 1.0 Local program staff working in the WIC program must complete the appropriate training and Oregon WIC Training Modules or online courses for their position within a specified time period. See Appendix A—WIC Training Module Schedule for more information.
    - 1.1 All staff performing WIC functions, including integrated clerical staff, must complete required WIC training regardless of the funding source for the position.
    - 1.2 Staff who are cross trained to perform more than one role (e.g. clerk and CPA) must complete the training requirements for all the roles they are assigned.
- Ordering training materials*
- 2.0 Hard copies of paper and pen WIC training modules, and training supervisor guides are available to order through the state mailroom. See ♦425—Ordering State Produced Materials for more information.
    - 2.1 Modules are also available to download electronically from the state WIC website at <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/modules.aspx>.
    - 2.2 Online courses are accessed through the iLearnOregon. See <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/modules.aspx> for more information.

**STAFF TRAINING REQUIREMENTS, cont.**

- Training Supervisors Guides**
- 3.0 There is a training supervisor’s guide for each module or online course.
- 3.1 Most online courses share a single training supervisor’s guide. The “*WIC Participant Centered Education*” online course has its own training supervisors guide.
- Level I training: all WIC staff**
- 4.0 All staff working in WIC in any job classification must at a minimum complete the following training within one month of hire (See Appendix A for details):
- “*Introduction to WIC*” module
  - “*Breastfeeding Level 1*” online course
  - “*Food Package*” module (See 7.1 for exceptions)
  - Civil Rights training as defined in ♦452—Civil Rights
- 4.1 All staff working in WIC in any job classification must complete the following training within 3 months of hire (See Appendix A for details).
- “*PCS – Setting the Stage*” online course
- Level II training: CPAs**
- 5.0 In addition to the modules or courses required for all WIC staff, staff hired as certifiers (Competent Professional Authority/CPAs as defined in ♦660—Competent Professional Authority: Requirements), must complete the following training (see Appendix A for details):
- “*Anthropometrics*” online course (within 1 month of hire and prior to performing these functions)
  - “*Hematology*” online course (within 1 month of hire and prior to performing these functions)
  - “*Dietary Risk*” module (prior to beginning to certify)
  - “*Nutrition Risk*” module (prior to beginning to certify complete the appropriate workbooks for the category of participant to be certified)
  - “*WIC Participant Centered Education*” online course (10 individual modules) (within 3 months of beginning to certify)
  - “*Basic Nutrition*” online course (within 3 months of beginning to certify)
  - “*Prenatal Nutrition*” online course (prior to certifying pregnant women and within 6 months of beginning to certify)
  - “*Child Nutrition*” online course (prior to certifying children and within 6 months of beginning to certify)
  - “*Infant Feeding and Nutrition*” module (prior to certifying infants and within 6 months of beginning to certify)
  - “*Breastfeeding Level 2*” module or “Breastfeeding Level 2” face-to-face training (prior to certifying breastfeeding women and within 6 months of beginning to certify,
  - “*Infant Formula*” module (within 6 months of beginning to certify)

**STAFF TRAINING REQUIREMENTS, cont.**

***(Level II training:  
CPAs)***

- “*Postpartum Nutrition*” online course (prior to certifying non-breastfeeding postpartum women and within 6 months of beginning to certify)
- “*Baby Behaviors*” online course (with 6 months of beginning to certify)

5.1 WIC staff serving in the roles of WIC registered dietitian/nutritionist or training supervisor must complete the training to be a CPA.

***Facilitating groups***

5.2 CPA’s providing group nutrition education must complete the following module prior to facilitating any groups:

- “*Providing Participant Centered Groups*” module

5.3 Staff members involved in verifying online second nutrition contacts must receive training on how to fill this role effectively. See ♦823—Nutrition Education: Second Nutrition Education Using Online Lessons for training requirements.

***Staff performing  
lab functions***

6.0 WIC staff whose jobs are limited to weighing and measuring or drawing blood must complete training appropriate for all staff listed in ¶4.0 plus the “*Anthropometrics*” and “*Hematology*” online courses. (See Appendix A for details.)

***Breastfeeding  
peer counselors***

7.0 WIC staff whose jobs are limited to breastfeeding peer counseling must complete training appropriate for all staff listed in ¶4.0 and the following modules. (See Appendix A and ♦719—Breastfeeding Peer Counseling: Training for details.)

- “*Breastfeeding Level 2*” module or “*Breastfeeding Level 2*” face-to-face training
- “*WIC Participant Centered Education*” online course
- “*Baby Behaviors*” online course

7.1 Staff who work 100% of their time as breastfeeding peer counselors are not required to complete the “*Food Package*” module.

***Quarterly  
in-services***

8.0 Certifying staff must, at a minimum, participate in quarterly in-services on topics related to certifier competencies. (See the Certifier Competency Model included as an appendix to ♦660—Competent Professional Authority: Requirements.)

8.1 In-service topics must develop staff knowledge, skills or abilities related to CPA competencies identified in the CPA competency model. Examples include: facilitated discussions relating to

**STAFF TRAINING REQUIREMENTS, *cont.***

- participant centered services, new WIC mandates or TWIST functionality; attending the WIC statewide meetings; guest speakers on customer service, cultural competence, or nutrition topics; presentations by partner or referral agencies; facilitated discussions about nutrition risks or topics by the WIC nutritionist.
- Annual civil rights training*
- 8.2 It is recommended that selection of quarterly in-service topics either be based on staff training needs identified during local program self-evaluations, or local WIC program needs; or be chosen to further enhance staff skills and job satisfaction.
- 8.3 The required annual civil rights training can be considered one of the quarterly in-services (See ♦452—Civil Rights for more information).
- 8.4 Locally mandated trainings that are not related to certifier competencies, such as HIPAA or blood borne pathogens, cannot be counted as meeting the quarterly WIC in-service requirement.
- 8.5 Local program plans for quarterly in-services will be reported as part of the annual nutrition services plan (see ♦850—Nutrition Services Plan) and documentation of in-service topics and attendance kept on file to be reviewed at biennial Local Agency Review.
- 8.6 See Appendix D for a sample training tracking document.
- Selection of training supervisors*
- 9.0 Each local WIC program will identify a training supervisor.
- 9.1 The state WIC program recommends that the training supervisor be a registered dietitian (RD), although at a minimum the training supervisor must be a health professional as defined in ♦660—Competent Professional Authority: Requirements. The goal is to ensure that the training supervisor not only understands the WIC training modules but can also answer questions beyond the scope of the modules. The training supervisor acts as a resource for accurate information to CPA’s in the program.
- 9.2 The title of “training supervisor” indicates oversight of training and does not need to be a person in a supervisory or management position.
- 9.3 The local WIC program may assign more than one person to share this role. Specific duties or responsibilities may be delegated to other staff and overseen by the training supervisor.
- 9.4 The local WIC coordinator shall submit the name and qualifications of the training supervisor(s) annually in the nutrition education plan (see ♦850—Nutrition Education Plan).
- Training of training supervisors*
- 10.0 The training supervisor will receive an orientation to the training supervisor’s role and responsibilities from their local WIC coordinator or from the state WIC training coordinator.

**STAFF TRAINING REQUIREMENTS, cont.**

***(Training of training supervisors)***

- 10.1 The training supervisor must be a CPA. That means any Level 2 training modules or online course they have not already completed must be completed. This includes:
  - reading the module or completing the online courses;
  - working through the practice activities and skill checks in the module or online course;
  - passing the post-test;
  - being observed; and
  - completing the evaluation of the module.
- 10.2 The training supervisor must complete new modules or online courses before training other staff on that module.

***Responsibilities of training supervisor***

- 11.0 The training supervisor is responsible for ensuring local staff are trained in a timely manner and in compliance with policy. If the training supervisor is not the WIC Coordinator or staff supervisor, they will need to work closely with the WIC Coordinator or staff supervisor to develop appropriate training plans for staff. The training supervisor can designate another health professional to train another staff member.
- 11.1 See Appendix B for a sample description of the roles and responsibilities of a WIC training supervisor.

***Training supervisor tasks***

- 12.0 The training supervisor will work with the trainee’s supervisor to develop a training plan. See Appendix C for an example of a training time line or plan for a CPA and Appendix E for a CPA training checklist. The training supervisor shall:
  - 12.1 Initiate training by scheduling time for the trainee to complete each module or online course and the activities involved.
  - 12.2 Use the training supervisor’s guide that accompanies each module or online course for directions on training with that module.
  - 12.3 Assure that the trainee reads the modules or completes the online courses and completes all activities, practice activities, or skill checks for each module.
  - 12.4 Do the specified observations for all trainees and document them as indicated in the module instructor’s manual or training supervisor’s guide. Role playing may be used as needed.
  - 12.5 Assure that the trainee completes the post-test with at least 90 percent of the questions answered correctly, unless specifically stated as 100 percent in the training supervisor’s guide.

*Standard of competency: minimum 90% score on post-test*

**STAFF TRAINING REQUIREMENTS, cont.**

12.5.1 If the score is not 90 percent, the training supervisor must take action to ensure that the trainee knows the material.

Options include:

- Having the trainee re-read the sections of the module or review the sections of the online course that contain the information missed on the post-test and then retake the missed questions until all are answered correctly.
- Having the trainee demonstrate to the training supervisor's satisfaction that she/he knows the material.

12.5.2 If a substantial number (approximately one-third or more) of the post-test questions are answered incorrectly, either have the trainee retake the module/course from the beginning, or have the trainee re-read the pertinent sections, complete the necessary progress checks again, and retake the missed questions.

*“Testing out” of  
modules*

- 12.6 If the trainee is a health professional or has two or more years of WIC experience from another state, the training supervisor, at his/her discretion, may have the trainee take the post-test without reading the module and doing the module activities, or without completing the online course. If the trainee passes the post-test with 90 percent correct answers, the training supervisor may complete the competency achievement checklist and consider the trainee competent in that module area. If they do not pass with 90 percent correct, the training supervisor shall instruct the trainee as to which sections of the module need to be completed.
- 12.7 The training supervisor will instruct the trainee to complete the *“Module Evaluation Form”* for each module.
- 12.8 File a copy of the graded post-test or a copy of the Certificate from iLearnOregon and the *“Competency Achievement Checklist”* in an appropriate place for each trainee after completion of the module.
- 12.9 The training supervisor will enter the module/course completion date into the TWIST data system in the *“Operations and Management”* module within a month of module or course completion.
- 12.10 The training supervisor may provide the trainee with a certificate of completion. Sample certificates of completion can be found on the Oregon WIC website. ★

**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 Training Supervisor's Guides**

<b>Order # (57-#)</b>	<b>Module or Course Name</b>	<b>Print or Publish Date</b>
6623	Introduction to WIC Module Training Supervisors Guide	2015
6603	Dietary Risk Module Training Supervisor's Guide	2015
6609	Online Courses Training Supervisor's Guide	2014
6631	WIC Participant Centered Education Online Course Training Supervisor's Guide	2010
6635	Nutrition Risk Module Training Supervisor's Guide	2015
6637	Food Package Module Training Supervisor's Guide	2015
6615	Breastfeeding Level 2 Module Training Supervisor's Guide	2004
6625	Infant Feeding and Nutrition Module Training Supervisor's Guide	2014
6627	Infant Formula Module Training Supervisors Guide	2014
6620	Providing Participant Centered Groups Module Training Supervisors Guide	2013

**WIC Training Modules or Courses to be completed by: All WIC Staff**

<b>Order # (57-#)</b>	<b>Module or Course Name</b>	<b>Print or Publish Date</b>	<b>New hire complete within # months</b>	<b>Level (1=all staff)</b>	<b>Estimated time needed to complete (hours)</b>
6622	Introduction to WIC Module	2015	0.25	1	2 - 5
6636	Food Package Module	2015	1	1	2.5 - 5
	Breastfeeding Level 1 Online Course	2013	1	1	1.5
	PCS – Setting the Stage Online Course	2014	3	1	1.5

**WIC Training Modules or Courses to be completed by: WIC Breastfeeding Peer Counselors**

<b>Order # (57-#)</b>	<b>Module or Course Name</b>	<b>Print or Publish Date</b>	<b>New hire complete within # months</b>	<b>Level (1=all staff, 2=CPA)</b>	<b>Estimated time needed to complete (hours)</b>	<b>Comments</b>
6622	Introduction to WIC Module	2015	0.25	1	2 - 5	
	Breastfeeding Level 1 Online Course	2013	1	1	1.5	Must be completed prior to counseling participants
6614	Breastfeeding Level 2 Module (or Breastfeeding Level 2 Training)	2004	6	2	6 - 9	Must be completed prior to counseling participants
	PCS - Setting the Stage Online Course	2014	3	2	1.5	
	WIC Participant Centered Education Online Course	2010	3	2	7 - 8	10 Online modules
	Baby Behaviors Online Course	2013	6	2	2.5	
6636	Food Package Module	2015	1	1	2 - 5	Peer Counselors do not have to complete this module if they are 100% BFPC. If they are assigned clerk or CPA duties it is required.

**WIC Training Modules or Courses to be completed by: CPA's**

<b>Order # (57-#)</b>	<b>Module or Course Name</b>	<b>Print or Publish Date</b>	<b>New hire complete within # months</b>	<b>Level (1=all staff, 2=CPA)</b>	<b>Estimated time needed to complete (hours)</b>	<b>Comments</b>
6622	Introduction to WIC Module	2015	0.25	1	2-5	
	Breastfeeding Level 1 Online Course	2013	1	1	1.5	
	Anthropometric Online Course	2012	1	2	2	Must be completed by staff prior to taking measurements
	Hematology Online Course	2012	1	2	2	Must be completed by staff prior to taking blood
6636	Food Package Module	2015	1	1	2 - 5	
	PCS – Setting the Stage Online Course	2014	3	1	1.5	
	Basic Nutrition Online Course	2013	3	2	4	
6601	Dietary Risk Module	2010	3	2	8	Must be completed prior to doing certifications
6634	Nutrition Risk Module	2015	3	2	7 - 11	Must complete the workbooks for client category prior to doing certifications
	WIC Participant Centered Education Online Course	2010	3	2	7 - 8	10 modules,
	Prenatal Nutrition Online Course	2012	6	2	2	Must be completed prior to certifying pregnant women
	Child Nutrition Online Course	2012	6	2	2	Must be completed prior to certifying children
6624	Infant Feeding and Nutrition Module	2014	6	2	2-3	Must be completed prior to certifying infants

STAFF TRAINING REQUIREMENTS, *cont.*Appendix A, *continued*

Order # (57-#)	Module or Course Name	Print or Publish Date	New hire complete within # months	Level (1=all staff, 2=CPA)	Estimated time needed to complete (hours)	Comments
6626	Infant Formula Module	2014	6	2	3	
6614	Breastfeeding Level 2 Module	2004	6	2	6 - 9	Or can attend the Breastfeeding Level 2 Training Must be completed prior to certifying breastfeeding women
	Postpartum Nutrition Online Course	2012	6	2	2	Must be completed prior to certifying non-breastfeeding postpartum women
	Baby Behaviors Online Course	2013	6	2	2.5	
6619	Providing Participant Centered Groups	2013		NE	9 - 10	Must complete before providing any group nutrition education

**WIC Training Modules or Courses to be completed by:  
WIC staff who only perform lab functions**

<b>Order # (57-#)</b>	<b>Module or Course Name</b>	<b>Print or Publish Date</b>	<b>New hire complete within # months</b>	<b>Level (1=all staff, 2=CPA)</b>	<b>Estimated time needed to complete (hours)</b>	<b>Comments</b>
6622	Introduction to WIC Module	2015	0.25	1	2- 5	
	Anthropometric Online Course	2012	1	2	2	Must be completed prior to taking measure- ments
	Hematology Online Course	1997	1	2	2	Must be completed prior to taking blood
6636	Food Package Module	2015	1	1	2 - 5	
	Breastfeeding Level 1 Online Course	2013	1	1	1.5	
	PCS – Setting the Stage Online Course	2014	3	1	1.5	

**WIC TRAINING SUPERVISOR**  
Roles and Responsibilities (SAMPLE)  
January 1, 2009

**DEFINITION: See Policy 440**

The Local WIC Agency Training Supervisor is the person primarily responsible for ensuring training of local WIC staff is done in a timely manner and in compliance with state policy. If the Training Supervisor is not the WIC Coordinator or staff supervisor, they will work closely with the Coordinator and/or the staff supervisor to fulfill the duties and responsibilities outlined in this document.

The “Training Supervisor” title is to indicate oversight of training and does not need to be a person in a supervisory or management position.

A Local WIC Agency may assign more than one person to share this role. Specific duties or responsibilities may be delegated to other staff.

**QUALIFICATIONS:**

- Registered dietitian recommended
- Must be a health professional
- Is a Competent Professional Authority as defined by policy

*\*The Training Supervisor will work toward completing all training modules and becoming a CPA within the first 6 months of assuming this position. Modules will be successfully completed prior to training other staff on the module.*

**ROLES:**

- Acts as a training and staff development resource within the WIC program;
- Assesses, plans, implements and evaluates strategies to meet training and staff development needs within the WIC program;
- Coordinates completion of the appropriate Oregon WIC training modules by WIC staff in the time frame set out in policy;
- Coordinates continuing education for staff; and,
- Assures effective, appropriate and accurate information and services are provided to WIC clients by trained WIC staff.

**TYPICAL DUTIES & RESPONSIBILITIES:**

*Working with new agency WIC staff, the WIC Training Supervisor...*

- Coordinates new staff orientation and completion of training modules;
- Arranges time, materials and resources for staff to complete the appropriate training modules;
- Completes observation checklists and scores module post-tests;
- Documents training module completion in the TWIST data system;
- Ensures training documents are filed appropriately;
- Facilitates new staff observing existing staff in similar positions; and,
- Arranges mentoring for new staff.

*In providing information and training to staff, the Training Supervisor...*

- Keeps abreast of new WIC policies, data system functionality, and nutrition information and maintains updated reference materials;
- Provides existing staff with up to date information or facilitates another method for them to receive that information;
- Distributes training materials or nutrition information from the state WIC office to appropriate staff;
- Assesses task-appropriate training needs of staff;
- Identifies or arranges quarterly staff in-services;
- Performs staff observations as part of agency review and quality assurance;
- Provides to staff (through training or other methods) appropriate, current and accurate information, and builds skills of WIC staff, using the Oregon WIC training modules as a minimum; and,
- Makes certain that all staff development and training materials are appropriate and effective (videos, reference materials, etc.).

*In order to complete the annual Nutrition Education Plan, the WIC Training Supervisor...*

- Submits a plan for providing quarterly in-services; and,
- Assures that staff receives training that supports achievement of NE plan goals and objectives.

*Working within the community and agency, the WIC Training Supervisor...*

- Acts as the liaison between WIC and the agency and community regarding staff training and staff education;
- Networks with other health professionals and helps to identify training opportunities and resources for WIC staff within the agency or community.

*The Training Supervisor provides leadership in that s/he...*

- Is familiar with Oregon WIC training policies and works to assure compliance;
- Advocates for staff training and development within their agency;
- Coordinates agency training activities;
- Plans and coordinates special training activities and events, such as quarterly in-services, policy updates, new data system functionality, etc;
- Is the key staff training contact for the state WIC program; and,
- Provides input to the state WIC program on new training opportunities, materials, and resources.

### Example of a training time line for a new full time CPA

Local agencies are not required to use this training plan. This sample illustrates the order a new full time CPA could complete all the required training modules or courses in an 8 week period. The timeline indicates how a new staff member could be trained and begin to contribute to clinic operations during the training period. Staff may attend the Breastfeeding Level 2 Training rather than complete the module if scheduling permits.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	Orientation to Agency and Clinic. Personnel Issues	Orientation to Agency and Clinic. Orientation to WIC offices and staff. Observe clinic flow.	Do Intro to WIC Module, take posttest and review with supervisor. Observe WIC intake.	Do Introduction module for Participant Centered Education (PCE) Online Course. Do Breastfeeding Level 1 Online Course and take posttest.	Do PCS – Setting the Stage Online Course and take posttest. Observe measurements and blood tests. Review modules and questions with supervisor.
<b>Week 2</b>	Do Anthropometric Online Course, take posttest and review with supervisor. Begin doing measurements with supervision.	Do Hematology Online Course, take posttest and review with supervisor. Perform blood tests with supervision.	Do Civil Rights training. Begin Food Package Module. Perform measurements and blood tests with supervision.	Cont. Food Package module. Perform measurements and blood tests. Begin entering medical data in TWIST.	Complete Food Package Module, take posttest and review with supervisor. Perform measurements and blood tests.
<b>Week 3</b>	Begin Basic Nutrition Online Course. Cont. lab work. Observe certifications.	Complete Basic Nutrition Online Course, take posttest and review with supervisor. Cont. lab work. Observe certifications.	Begin Nutrition Risk Module. Complete Workbook #1 and take posttest. Cont. lab work. Observe certifications.	Begin Dietary Risk Module. Cont. lab work. Observe certifications.	Complete Dietary Risk Module, take posttest and review with supervisor. Cont. lab work. Observe certifications.

STAFF TRAINING REQUIREMENTS, *cont.*

Appendix C, *continued*

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 4</b>	Complete Nutrition Risk Module Workbook #2 and take posttest. Orient to TWIST certs using Practice database and case studies in NR Module. Cont. lab work.	Cont. Participant Centered Education (PCE) Online Course (modules 1-9). Cont. lab work.	Cont. PCE Module. Observe certifications of prenatal clients. Cont. lab work.	Complete Nutrition Risk Module Workbooks #3 and #4, take posttests and review with supervisor. Use TWIST Practice database to do NR module case studies. Cont. PCE Module.	Complete PCE Module, take posttest and review with supervisor. Use TWIST Practice database to practice mock prenatal certifications with supervisor or assigned staff.
<b>Week 5</b>	Take Prenatal Nutrition Online Course, take posttest and review with supervisor. Begin certifying prenatal clients with supervision.	Take Child Nutrition Online Course, take posttest and review with supervisor. Cont. certifying prenatal clients. Observe child certs.	Complete Workbook #5 of the Nutrition Risk Module and take posttest. Use TWIST Practice database to practice mock child certifications with supervisor or assigned staff. Cont. certifying prenatal clients.	Begin Infant Feeding and Nutrition Module. Begin certifying children with supervision.	Cont. Infant Feeding and Nutrition Module. Cont. certifying children and prenatal clients.
<b>Week 6</b>	Complete. Infant Feeding and Nutrition Module and take posttest and review with supervisor. Cont. certifying children and prenatal clients.	Complete Workbook #6 of the Nutrition Risk Module and take posttest. Use TWIST Practice database to practice mock infant certs. with supervisor or assigned staff. Observe infant certs.	Begin Infant Formula Module. Begin certifying infants with supervision.	Complete Infant Formula Module, take posttest and review with supervisor. Cont. certifying infants, children and prenatal clients.	Begin Breastfeeding Level 2 Module. Cont. certifying infants, children and prenatal clients.

**STAFF TRAINING REQUIREMENTS, *cont.***

**Appendix C, *continued***

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Week 7</b>	Cont. Breastfeeding Level 2 Module. Cont. certifying infants, children and prenatal clients.	Cont. Breastfeeding Level 2 Module. Cont. certifying infants, children and prenatal clients.	Complete Breastfeeding Level 2 Module, take posttest and review with supervisor. Cont. certifying infants, children and prenatal clients.	Use TWIST Practice database to practice mock breastfeeding dyad certs. with supervisor or assigned staff. Observe breastfeeding dyad certifications.	Cont. certifying infants, children and prenatal clients. Begin certifying breastfeeding dyads with supervision.
<b>Week 8</b>	Take Postpartum Nutrition Online Course, take posttest and review with supervisor. Cont. certifying all clients.	Begin Baby Behaviors Online Course. Cont. certifying all clients.	Complete Baby Behaviors Online Course. Take posttest and review with supervisor. Cont. certifying all clients.	Cont. certifying all clients.	Review concerns or observations with supervisor. Celebrate the completion of all required training!

## Staff Training Tracking Sample

Fiscal Year Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Attach any documents supporting training objectives.

### Civil Rights Training

Date \_\_\_\_\_

Presenter \_\_\_\_\_

Staff attending (list names)

### Quarterly In-service 1

Date \_\_\_\_\_

Training Title \_\_\_\_\_

Presenter \_\_\_\_\_

Training objectives:

Staff attending (list names):

### Quarterly In-service 2

Date \_\_\_\_\_

Training Title \_\_\_\_\_

Presenter \_\_\_\_\_

Training objectives:

Staff attending (list names):

**Quarterly In-service 3**

Date \_\_\_\_\_

Training Title \_\_\_\_\_

Presenter \_\_\_\_\_

Training objectives:

Staff attending (list names):

**Quarterly In-service 4**

Date \_\_\_\_\_

Training Title \_\_\_\_\_

Presenter \_\_\_\_\_

Training objectives:

Staff attending (list names):

**Additional In-services (optional)**

Date \_\_\_\_\_

Training Title \_\_\_\_\_

Presenter \_\_\_\_\_

Training objectives:

Staff attending (list names):

## Checklist for Training a New CPA

Staff name \_\_\_\_\_ Start Date \_\_\_\_\_

Indicate the date each required module or online course is completed. Modules and online courses are listed in the order of recommended completion.

#	Type	Module or Online Course	Time to Complete	Hours	Level	Recommendations – See policy for requirements	Date Completed
1.	Paper	Intro to WIC Module	1 week	2-5	1		
2.	Online	Providing Participant Centered Education: Introduction Module	1 month	.5	2	Complete introduction module from this course. Gives an overview of a certification	
3.	Online	Breastfeeding Level 1 Online Course	1 month	1.5	1		
4.	Online	Anthropometric Online Course	1 month	2	2	Complete prior to taking measurements	
5.	Online	Hematology Online Course	1 month	2	2	Complete prior to doing lab work.	
6.	Paper	Food Package Module	1 months	2-5	1		
7.	Online	PCS – Setting the Stage Online Course	3 months	1.5	1		
8.	Online	Basic Nutrition Online Course	3 months	4	2	Complete prior to the Dietary Risk Module	
9.	Paper	Dietary Risk Module	3 months	8	2	Complete prior to certifying participants	
10.	Online	WIC Participant Centered Education Online Course	3 months	7-8	2	Complete modules 1-9 from this course.	
11.	Paper	Nutrition Risk Module	3 months	7-11	2	Appropriate Workbooks must be completed prior to certifying participants of that category.	
12.	Online	Prenatal Nutrition Online Course	6 months	2	2	Complete prior to certifying pregnant women	
13.	Online	Child Nutrition Online Course	6 months	2	2	Complete prior to certifying children	
14.	Paper	Infant Feeding and Nutrition Module	6 months	3	2	Complete prior to certifying infants	
15.	Paper	Breastfeeding Level 2 Module or attend Breastfeeding Level 2 Training	6 months	6-9	2	Complete prior to certifying breastfeeding women. Breastfeeding Level 2 Training is a 2-day face-to-face training offered 2 or 3 times a year.	
16.	Paper	Infant Formula Module	6 months	3	2		
17.	Online	Postpartum Nutrition Online Course	6 months	2	2	Complete prior to certifying postpartum women	
18.	Online	Baby Behaviors Online Course	6 months	2.5	2		

#	Type	Module or Online Course	Time to Complete	Hours	Level	Recommendations – See policy for requirements	Date Completed
19.	Paper	Providing Participant Centered Groups Module		9-10	2	Complete prior to facilitating groups	
20.		TWIST Training				TWIST is an integral part of functioning in WIC, therefore training staff to use TWIST to perform the functions outlined in the training modules is necessary. Alternatives to on-the-job TWIST training include sending staff to TWIST training in Portland or using the TWIST Training Manual	

**Type:** Training resources are either available as hard copy modules, which can be ordered from the state mailroom or printed from the website, or online courses, which are accessed through iLearnOregon. (<http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/modules.aspx>)

**Level:** Level 1 are those required for all WIC staff. Level 2 are required for CPA’s.

**TWIST Training:** For TWIST training dates go to the Staff Training page and scroll down:  
<http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/training.aspx>

**TWIST Training Manual:** <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/twist.aspx>



**SECTION:** Certification  
**SUBJECT:** HOMELESS APPLICANTS  
**DATE:** September 15, 2016 (revised)

655

**POLICY:** Certify homeless applicants for the full certification period for which they are eligible according to current WIC risk criteria. Ensure, where appropriate, that WIC services benefit the WIC participant and not the homeless facility, as required by federal regulation.

**PURPOSE:** To ensure WIC services reach a population in critical need. To implement federal regulations ensuring that WIC services and food benefits are used by the WIC participants.

**RELEVANT REGULATIONS:** 7 CFR §246.7 ¶(e)(2)(iv) Nutritional risk criteria  
7 CFR §246.7 ¶(n) Certification of persons and food benefits are used by the WIC participant

**OREGON WIC PPM REFERENCES:** ♦510 – Ordering and Securing eWIC cards  
♦769—Assigning WIC Food Packages

**APPENDICES:** 655.4 Appendix A: Sample Cover Memo from Local WIC Program to Homeless Facility  
655.5 Appendix B: Memorandum of Understanding between Homeless Facility and Local WIC Program

**DEFINITIONS:** *Homeless person* A person who lacks a fixed and regular nighttime residence, or whose primary nighttime residence is one of the following:

- a. A temporary accommodation of not more than 365 days in the residence of another individual.
- b. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (such as cars, park benches, abandoned buildings, or campgrounds).
- c. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including a welfare hotel, a congregate shelter or a shelter for victims of domestic violence).
- d. An institution that provides a temporary residence for individuals intended to be institutionalized.

**BACKGROUND:** Federal regulations require local WIC programs to ensure that homeless facilities meet specified criteria in order for eligible residents to receive WIC food benefits. Homelessness is a condition that predisposes a person to inadequate nutritional patterns, therefore, homeless persons are considered at nutritional risk.

## HOMELESS APPLICANTS, *cont.*

### PROCEDURE:

- Certification procedure*
- 1.0 Homeless applicants living in conditions described in *a* or *b* of the definition above should be screened for certification using regular procedure.
- 2.0 If a homeless applicant is living in a shelter or institution as described in *c* or *d* of the definition above, do the following:
- 2.1 Screen and certify the applicant for the full certification period for which the individual is eligible.
- 2.2 Contact the homeless shelter or institution to find out if it meets all of the following requirements:
- WIC program services will benefit the participant, not the facility (WIC participants will be able to store and prepare WIC foods for their own consumption.);
  - WIC foods will not be used in communal feeding; and
  - The facility will not restrict the participant's use of WIC services, for example, attending classes or shopping at WIC authorized vendors.
- Homeless facility requirements*
- 2.3 Keep a record of the contact with the facility.
- 2.3.1 Document the conversation, including the date and the name of the person representing the facility if contact was by phone.
- 2.3.2 Ask for a written response from the facility if contact was by letter. Refer to pages 655.4 and 655.6 for sample letters.
- Documentation*
- Facilities in compliance*
- 3.0 If a facility is in compliance with ¶2.2:
- 3.1 Future eligible WIC applicants from that facility should be certified for the full period for which they are eligible.
- 3.2 The facility does not need to be contacted for each new applicant from the facility.
- 3.3 Contact the facility every three years to assure they are still in compliance with the agreed-upon conditions. The facility should also be contacted if the WIC program staff receives information that the facility is no longer compliant with the conditions, for example, from a new WIC applicant.
- Facilities not in compliance*
- 4.0 If it is determined that a facility does **not** comply with ¶2.2:
- 4.1 Continue WIC benefits and services to any residents of that shelter who are **already** certified for WIC for that certification period.
- 4.2 Inform those participants that their WIC food benefits will cease after their current certification period, and refer them to other homeless facilities where they could continue to receive WIC food benefits.

## HOMELESS APPLICANTS, *cont.*

### *Exceptions*

- 4.3 Recertify residents of the non-compliant shelter only for nutrition or breastfeeding education services but not for WIC food benefits, with these exceptions:
- 4.3.1 Infants may continue to receive infant foods and infant formula.
  - 4.3.2 WIC participants may select a designated homeless facility employee to be the second card holder to shop for the infant formula and infant foods. It's the WIC participant's responsibility to inform the second card holder how to use the eWIC card.
- 4.4 Do not issue WIC food benefits to future eligible applicants who are residents of the non-compliant facility.

**Example 1:** Sarah Montgomery has been screened and found eligible for WIC services. Ms. Montgomery is homeless and gives her address as the Right Path shelter. WIC staff has no record of whether Right Path complies with WIC guidelines. Ms. Montgomery is certified for the full period for which she is eligible.

The WIC coordinator calls and speaks to the manager of the Right Path shelter. She determines that Right Path does not meet WIC criteria, as residents eat meals prepared by church volunteers and there is no provision for residents to store or eat food individually. The WIC coordinator documents the conversation, including the date and name of the manager. Ms. Montgomery may remain on the WIC program, receiving food and other services, for her full certification period. Once her certification period is up, she no longer receives food benefits but can continue to access the nutrition and/or breastfeeding education classes.

WIC staff determine that the Womenspace shelter in their county allows residents to store and prepare food independently. Any future WIC applicants who are staying at the Right Path shelter must be told they are not eligible for WIC food benefits, but would be if they moved to the Womenspace shelter.

**Example 2:** Mona Smith has been screened and found eligible for WIC services. Mona is homeless and is staying at the Guiding Light shelter.

**HOMELESS APPLICANTS, cont.**

*(Exceptions)*

WIC staff has determined that the Guiding Light Shelter does not allow residents to store and cook food independently, so this shelter is not in compliance with federal guidelines for participants to receive WIC food benefits.

Ms. Smith can benefit from WIC nutrition education and referrals but cannot receive WIC foods. She would need to find a shelter that meets the requirements of ¶2.2 to receive WIC foods. If she had an infant, that infant, however could receive infant foods and infant formula through WIC.

5.0 Food packages are available in TWIST that address living situations such as, limited storage, no refrigeration, or homelessness. Provide the maximum food package that will be safe and sanitary as per guidance below.

5.1 For limited storage, consider:

- suggesting milk be purchased more frequently or in half gallons rather than gallons;
- offering evaporated milk or powdered milk.

5.2 When no refrigeration or freezer is available, consider:

- suggesting buying quarts of milk or issuing powdered, evaporated or shelf-stable soy milk;
- not including eggs or cheese (ask the participant if storing/cooking eggs or cheese is feasible);
- offering women juice in 64 oz. plastic bottles instead of frozen juice.

5.3 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.

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

**Sample Cover Memo from Local WIC Program to Homeless Facility**

**DATE:** \_\_\_\_\_

**To:** \_\_\_\_\_  
FACILITY NAME

**FROM:** \_\_\_\_\_  
\_\_\_\_\_

LOCAL WIC PROGRAM/WIC COORDINATOR  
ADDRESS/PHONE #

**RE: WIC Services for your Residents**

The Women, Infants, & Children Program (WIC) provides nutrition education, breastfeeding support, referrals and supplemental foods to lower-income mothers and children. Those on WIC can get foods such as eggs, fruit, vegetables, milk, cereal, cheese and more, which help these participants meet special dietary needs.

Residents of your /facility shelter, who are pregnant women, or children up to five years of age, may be eligible for WIC services.

Federal regulations require that WIC services benefit the WIC participant, not the facility that is housing them. This means:

- WIC participants will be able to store and prepare WIC foods for their own consumption.
- WIC foods will not be used in communal feeding.
- No restrictions will be placed on the WIC participant's use of WIC services. (WIC participants will be able to attend WIC nutrition education classes and one-on-one counseling sessions, and shop, or have an authorized signer shop, for them at WIC-authorized stores.)

Please complete and return the enclosed form to indicate if residents of your shelter may receive WIC foods. Please call us if you have any questions or need more information.

We want WIC services to reach those who need it, and hope to work with you and your residents in the future. Enclosed is general information about WIC. Please refer any of your residents that may be eligible.

Thank you for your time and attention.

**ENC.:** WIC annual report, WIC outreach brochures

## Memorandum of Understanding (MOU)

### For WIC Participants between the County WIC Program and the XXX Shelter or Homeless Facility

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
LOCAL WIC CLINIC

FROM: \_\_\_\_\_  
FACILITY NAME

**RE: WIC Services for the Residents of our Facility – Memorandum of Understanding**

For residents in homeless facilities to participate in WIC, federal regulations require that WIC program services benefit the WIC participant, not the shelter. This means:

- WIC participants will be able to store and prepare WIC foods for their own consumption.
- WIC foods will not be used in communal feeding.
- No restrictions will be placed on the WIC participant's use of WIC services. (For example, WIC participants will be able to attend nutrition education and breastfeeding counseling sessions/classes. WIC participants will also be able to shop at WIC-authorized stores, or choose an authorized signer to shop for her.)

Please check the box that applies, sign below and return this form to the county WIC program:

- Yes, the above conditions apply for residents of our facility.
- No, the above conditions do not apply for residents of our facility. We understand that this means our residents will be able to receive nutrition education and breastfeeding support services, but not be able to receive WIC food benefits.

\_\_\_\_\_  
SIGNATURE OF HOMELESS FACILITY EMPLOYEE AND JOB TITLE

\_\_\_\_\_  
FACILITY NAME AND ADDRESS

PLEASE RETURN THIS MOU FORM TO YOUR COUNTY WIC PROGRAM. THIS FORM SHOULD BE UPDATED EVERY THREE YEARS.



**SECTION:** Nutrition Services  
**SUBJECT:** ASSIGNING WIC FOOD PACKAGES  
**DATE:** October 1, 2016 (*revised*)

769

**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:**

- ◆511—Food Benefit Issuance
- ◆561—Program Integrity: Replacing Food Benefits
- ◆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

**APPENDICES:**

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

**DEFINITIONS:**

***Participant category:***

*Fully breastfeeding infant* A breastfeeding infant who is up to one year of age and does not receive infant formula from WIC.

*Fully breastfeeding woman* A breastfeeding woman who is up to one year postpartum, whose infant does not receive formula from WIC.

*Mostly breastfeeding infant* 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><i>Food package:</i></b>	
	<i>Food Package</i>	Participant's combined food benefits for a selected month.
	<i>Authorized foods</i>	The brands and types of foods a participant may purchase when a food is specified on their food benefit balance.
	<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 partial food package contains approximately one-half of the participant's 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.
	<i>Food Benefits</i>	The foods a participant receives on WIC for a selected month. Depending on a participant category, food benefits provide specific amounts of WIC authorized foods, formulas, and /or a fixed-dollar amount for participants to obtain WIC authorized fruits and vegetables (referred to as a "Cash Value Benefit" or "CVB").

**ASSIGNING WIC FOOD PACKAGES, cont.**

<b>(DEFINITIONS:)</b>	<i>Food Package Assignment</i>	Assigned and CPA authorized food package for a participant in TWIST.
	<i>Food Package Issuance</i>	Sending the assigned food package to the eWIC banking contractor to be accessed by the cardholder at the store.
	<i>Assigned Food Benefits</i>	The benefits that have been assigned by the CPA to a participant for the certification period.
	<i>Issued Food Benefits</i>	The benefits that have been sent to the eWIC banking contractor which are/will be available for purchase by a cardholder.
	<i>Food Benefit Balance</i>	The unspent issued food benefits which are available for purchase by a cardholder.
	<i>Participant Designation</i>	Indicates the three descriptions that can be applied to a participant in TWIST to alter the maximum foods available for a participant's category. They include "Special", "Twins or more", and WBN/IBN".
	<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 assignment* 1.0 The Competent Professional Authority (CPA) shall select in consultation with the participant or caregiver an appropriate food package for the WIC

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

***(Food package assignment)***

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.

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.

***Standard food packages***

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.

***Maximum quantities and allowable foods***

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 and designation (special, IBN/WBN, twins or more). The allowed foods, maximum quantities and allowable substitutions can be found in Appendices A, B and C.

***Monthly allowances***

5.0 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:

- Medically or nutritionally warranted (e.g. to eliminate a food due to a food allergy); or
- A participant refuses or cannot use the maximum monthly allowances; or
- The quantities necessary to supplement another programs' contribution to fill a medical prescription would be less than the maximum monthly allowances.

For more information, see ♦713—Breastfeeding: Use of Supplemental Formula.

**ASSIGNING WIC FOOD PACKAGES, cont.**

**Partial food packages** 6.0 For new and reinstated participants receiving food benefits on or after the 20<sup>th</sup> of the month, issue the partial food package assigned by TWIST for the current month. A partial food package contains approximately one-half of the participant's food package, since the participant will have another set of food benefits available for use the beginning of the following month.

Partial food packages are not required for participants in a current certification period. Food packages may be tailored after the 20<sup>th</sup> to meet the needs of the participant for the remainder of the month.

**Requesting new food package templates in TWIST** 7.0 If local staff finds they are routinely issuing a certain modified food package, contact the state office about creating a template for that food combination.

**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.

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

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

- 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 Appendices A & 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 Appendices A & 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 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 benefits will be issued, because the participant is not categorically eligible.

9.0 Food package options for specific circumstances:

**9.1 Infants**

- 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.
- 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 benefit (CVB) for fresh fruits and vegetables. The CPA may offer this option, after completing the following:

*Maximum infant  
formula over 6  
months*

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

**ASSIGNING WIC FOOD PACKAGES, cont.**

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

- 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 CVB.
  - This assessment may occur during an individual appointment such as the mid-cert health assessment. See ♦646—Mid Certification Health Assessment.
- 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 baby food has already been issued for the 9-11 month period and any portion of the baby food fruit and vegetable benefit has been spent, then only benefits for future months can be changed. Participants cannot return purchased baby foods to the WIC clinic to exchange for the infant CVB.

*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.

NOTE: This change from an infant food package to a child food package is only possible if none of the issued infant foods and/or formula for the month have been spent.

*Fat Free, 1% or 2% Milk and nonfat or lowfat yogurt*

**9.2 Children 12-23 months**

WIC provides whole milk and offers whole yogurt to children 12-23 months of age. Fat free, 1% or 2% milk and lowfat/nonfat yogurt 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 nonfat, 1% or 2% milk and/or lowfat/nonfat yogurt 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 nonfat, 1% or 2% milk or lowfat/nonfat yogurt.
- 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 nonfat, 1% or 2% milk or lowfat/nonfat yogurt.
- Parent expresses concerns about a family history of overweight, cardiovascular disease or high cholesterol. Document justification in progress notes:

*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.

ASSIGNING WIC FOOD PACKAGES, *cont.*

- 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 and be receiving a WIC medical formula in order to receive whole milk in addition.

*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:

- 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  
and special food  
packages***

10.0 When the use of conventional foods or formulas does not address special nutritional needs, special food packages are available for women, infants and children who have a documented qualifying condition that requires the use of:

- infant formula,
- special medical formula, or
- nutritional formula plus special food package changes (e.g. infant foods for a child or woman)

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

10.1 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. Provide the maximum food package that will be safe and sanitary as per guidance below.

13.1 For limited storage, consider:

- suggesting milk be purchased more frequently or in half gallons rather than gallons
- offering evaporated milk or powdered milk.

13.2 When no refrigeration or freezer is available:

- you may suggest buying quarts of milk or issue powdered milk, evaporated or shelf-stable soy milk;
- consider not including eggs or cheese (ask the participant if storing/cooking eggs or cheese is feasible);
- 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.

**ASSIGNING WIC FOOD PACKAGES, cont.**

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.

15.0 A participant who has a category change which decreases the amount of food benefits they are eligible for is allowed to keep all foods issued for the current month. Food packages issued in the future shall be changed to the appropriate food package for the new category.

15.1 *Example 1 (WE to WN):* Participant has changed from a WE to a WN and has spent some of the food benefits from the current month, the participant can keep the food benefits for the current month, but the future months food benefits will be replaced with a WN food package. Refer to ♦560—Program Integrity: Replacing Food Benefits.

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, future food benefits for which she is no longer eligible, will be removed.

15.3 *Example 3 (IE to IN):* If an infant 6 through 11 months is changing from IE to an IB or IN, TWIST will reduce the baby food meat and baby food fruits and vegetables. The modify screen will be used to assign the formula.

***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 food benefits can be issued if they did not receive food benefits for the current month from the other state, or when any food benefits they received are brought in for replacement with Oregon food benefits. For more information, refer to ♦560—Program Integrity: Replacing Food Benefits. ★

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please call 971-673-0040.  
WIC is an equal opportunity program and employer.**

## WIC Monthly Standard Food Packages for Children

<b>Foods</b>	<b>CHILDREN</b>	
	<b>Children 12-23 months</b>	<b>Children 24-60 months</b>
Fruits and Vegetables (fresh or frozen)	\$8	\$8
Juice	2 – 64 oz. plastic bottles (d)	2 – 64 oz. plastic bottles (d)
Cereal	36 oz.	36 oz.
Whole grains (whole wheat bread, whole wheat or corn tortillas, oatmeal, whole wheat pasta, bulgur, or brown rice)	2 lb. [32 oz.]	2 lb. [32 oz.]
Milk (h)(i)(j)(k)	13 qt. [3.25 gal]	12 qt. [3 gal]
Yogurt	(m)	32 oz.
Cheese (j)	1 lb.	1 lb.
Eggs	1 dozen	1 dozen
Beans (dry or canned) and/or peanut butter	1 lb. dry beans, (4) 15-16 oz. canned beans <b>OR</b> 18 oz. PB	1 lb. dry beans, (4) 15-16 oz. canned beans <b>OR</b> 18 oz. PB
Fish – canned tuna. salmon or sardines	N/A	N/A

WIC Monthly Standard Food Packages for Women

Foods	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)	\$11	\$11	\$11	\$16.50
Juice	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.	54 oz.
Whole grains (whole wheat bread, whole wheat or corn tortillas, oatmeal, whole wheat pasta, bulgur, or brown rice)	1 lb. [16 oz.]	N/A	1 lb. [16 oz.]	(2 lb. / 1 lb.) [32oz./16 oz.]
Milk (h)(i)(j)(k)	18 qt. [4.50 gal]	12 qt. [3 gal]	20 qt. [5 gal]	32 qt. [8 gal]
Yogurt	32 oz.	32 oz.	32 oz.	32 oz.
Cheese (j)	1 lb.	1 lb.	2 lb.	(3 lb. / 2 lb.)
Eggs	1 dozen	1 dozen	2 dozen	3 dozen
Beans (dry or canned) and/or peanut butter	1 lb. dry beans or (4) 15-16 oz. canned beans <b>AND</b> 18 oz. PB (n)	1 lb. dry beans, (4) 15-16 oz. canned beans <b>OR</b> 18 oz. PB	1 lb. dry beans or (4) 15-16 oz. canned beans <b>AND</b> 18 oz. PB (n)	2 lb. dry beans or 8 CTR canned beans <b>AND</b> 1 jar 18 oz. PB (n)
Fish – canned tuna. salmon or sardines	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. plastic bottles or 16 oz. frozen juice 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.

Lactose-free milk: may be substituted for milk on a quart for quart basis up to the total maximum allowance for milk.

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.

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.

- (k) Tofu: may be substituted at the rate of 16 oz. tofu for 1 quart milk. No more than 16 oz. of tofu may be substituted for 1 quart of milk.

(m) Yogurt: may be substituted at the rate of quart (32 oz.) of yogurt for 1 quart milk. The monthly standard food packages for women and for children over 2 years of age automatically include 1 quart of lowfat or nonfat yogurt in place of 1 quart of milk. For children 12-23 months, 32 ounces of whole milk yogurt may be substituted for 1 quart of milk. No more than 1 quart of yogurt may be substituted for 1 quart of milk.

**Beans and Peanut Butter:**

(n) 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 or 4 cans of 15-16 oz. canned beans.

**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. To maximize the number of eligible women, infants and children served, the Oregon WIC program has a policy of “**no exception**” to the standard bid formulas. Other than the current standard infant bid formula, no other standard infant formulas are allowed.

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	<p><b>4-5 months:</b> None needed</p>	<p><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</p>	<p><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</p>	<p><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</p>

(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 food benefits, 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 benefit 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 food benefits for fully breastfed infants, the 256 oz. of baby food may be replaced with an \$8 fruit and veggie benefits 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 food benefits, infants receiving 128 oz. of baby food fruits and vegetables may instead be offered a \$4 fruit and veggie benefits 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, malnutrition, 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 other allowable WIC supplemental foods. 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.

9. Infant foods and whole milk for children and women

The following substitutions are allowed for children and women with a documented qualifying medical condition that requires use of a WIC formula (standard bid, medical formula or nutritional). The substitutions must address the qualifying condition and be requested by a qualified health care provider on the WIC medical documentation form. These substitutions are not allowed in the absence of a WIC formula. Local agencies will need to contact their assigned Nutrition Consultant to have these foods added to the participant's benefits. The reason for the substitution must be documented in progress notes along with appropriate risks assigned (e.g. Risk 362: Developmental, Sensory or Motor Delays interfering with Eating); a referral to the local agency WIC nutritionist is required.

Infant foods:

- 32 ounces infant cereal may be substituted for 36 ounces of cold or hot cereal.
- 128 ounces of jarred infant fruits and vegetables may be substituted for the cash value benefit.

Whole milk:

- Whole milk may be substituted for a lower fat milk if the participant is receiving a WIC formula and has medical documentation demonstrating a medical need for whole milk and WIC formula.

With medical documentation, other foods may be assigned as deemed safe to consume by their health care provider including juice, milk/cheese, eggs, bread/corn tortilla/brown rice, peanut butter/beans, canned fish (fully breastfeeding women only). Participants with feeding difficulties need to be monitored carefully and their care coordinated.

Participants needing modification in food consistency, but not medically eligible for a WIC formula, should receive nutrition education on choosing and preparing foods that meet the participant's needs (e.g. pureeing fruits and vegetables, choosing foods with correct texture, consistency).



**SECTION:** Nutrition Services  
**SUBJECT:** AUTHORIZED FOODS  
**DATE:** October 1, 2016 (*revised*)

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**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.

*Food Benefit* The individual foods a participant receives on WIC for a selected month.

*Food Benefit Balance* The unspent issued food benefits which are available for purchase by a cardholder.

**APPENDICES:** 770.12 Appendix A WIC Authorized Food List  
 770.23 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 their food benefit balance. For the maximum quantity of foods a WIC participant can be assigned 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.**

**Milk** 3.0 Authorized milk meets the following requirements:

*Allowed*

- All milk must be pasteurized and unflavored.
- Whole milk (evaporated, fluid, or powdered) must contain 400 IU of vitamin D per fluid quart of fluid milk.
- 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.
- Skim Delux, Ultra, Supreme, Creamy, Royale, etc., are allowed.

*Not allowed*

3.1 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.

*Lactose-free and acidophilus milk*

3.2 Lactose-free milk and acidophilus milk are allowed when the competent professional authority (CPA) determines the need **and** it is listed on the food benefit balance.

3.2.1 Lactose-free milk and acidophilus milk must meet the requirements in ¶3.0, depending on the fat content of the milk.

*Dry, evaporated milk*

3.3 Dry milk or canned evaporated milk is allowed **only** if listed on the food benefit balance.

*Goat milk*

3.4 Evaporated, fresh or powdered goat milk are allowed **only** if listed on the food benefit balance.

3.4.1 Goat milk must meet the above requirements in ¶3.0, depending on the fat content of the milk.

*Soy-based beverage*

3.5 Soy-based beverage is allowed **only** if listed on the food benefit balance. For children, see ♦769—WIC Food Packages for required individual nutrition assessment and education prior to issuance.

**AUTHORIZED FOODS, cont.**

*(Soy-based beverage)*

3.5.1 Soy-based beverages selected contain a minimum of the following nutrients:

- 8 g protein per cup (16.00% DV);
- 276 mg calcium per cup (27.60% DV);
- 500 IU vitamin A per cup (10% DV);
- 100 IU vitamin D per cup (25% DV);
- 24 mg magnesium per cup (6% DV);
- 222 mg phosphorus per cup (22.20%),
- 349 mg potassium per cup (9.97%);
- 0.44 mg riboflavin per cup (25.88% DV); and
- 1.1 mcg vitamin B12 per cup (18.33% DV).

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

3.5.3 32 or 64 oz. carton.

***Cheese*** 4.0 Authorized cheese meets the following conditions:

*Allowed*

- Must be a domestic cheese, i.e., made in the U.S.A. from 100% pasteurized milk.
- Must be in a 1 or 2 pound (lb) size package.
- Must be one of the following types: cheddar (mild or medium), colby, colby-jack, cheddar-jack, monterey-jack, or mozzarella.
- 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*

4.1 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*

4.2 WIC participants may purchase low-fat, non-fat and low sodium cheeses that meet the conditions in ¶4.0 and do not meet any of the conditions in ¶4.1. 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.

**Yogurt 5.0** Only yogurt brands authorized by the state WIC program can be purchased with WIC food benefits. See Appendix A. Authorized **yogurt** meet the following requirements:

*Allowed*

- Pasteurized, whole, low-fat or non-fat, plain or flavored yogurt.
- Not more than 35 g of total sugars per cup
- 32 oz. container

*Not allowed*

- 5.1 These yogurts are **not** allowed.
- No mix-in ingredients, such as granola, candy pieces, honey, nuts and similar ingredients.
  - No drinkable yogurts.
  - No yogurts with non-nutritive or artificial sweeteners, such as aspartame or sucralose.
  - No organic or Greek.
  - No “light” yogurts.

**Tofu 6.0** Only tofu brands authorized by the state WIC program can be purchased with WIC food benefits. See Appendix A. Authorized **tofu** meet the following requirements:

*Allowed*

- Calcium-set tofu prepared with calcium salts (e.g. calcium sulfate).
- May also contain other coagulants (i.e. magnesium chloride).
- 16 oz. package.

*Not allowed*

- 6.1 These **tofus** are **not** allowed.
- No added fats, sugars, oils or sodium.

**AUTHORIZED FOODS, cont.**

**Cereal** 7.0 Only cereal brands authorized by the state WIC program can be purchased with WIC food benefits. See Appendix A. Authorized **cereals** meet the following requirements:

- Allowed*
- 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>).

*Not allowed* 7.1 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, or artificial food colorings.

**Juice** 8.0 Only juice authorized by the state WIC program can be purchased with WIC food benefits. See Appendix A. Authorized **juices** meet the following requirements:

- Allowed*
- 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 frozen concentrate.; 64 oz plastic bottle single strength) and availability requirements set by the Oregon WIC program.
  - Added fiber, vitamins and minerals are approved.
  - Vegetable juice may be regular or lower in sodium.

*Not allowed* 8.1 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.

**AUTHORIZED FOODS, cont.**

- No juice with added sugar or sweeteners or “Light” juice.
- No organic juice.

**Eggs** 9.0 Authorized eggs are:

*Allowed*

- White chicken eggs;
- Large size; and
- Any brand, in packages of one dozen.

*Not allowed*

9.1 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 or canned beans, peas or lentils**

10.0 Authorized dry or canned beans, peas, or lentils are:

*Allowed*

- Any brand of mature dry beans, peas or lentils in a 16 or 32 oz. size dry-package or a 15-16 oz. can.
- Mixed dry beans, peas or lentils, if they do not contain added seasonings.
- Canned legumes may be regular or lower in sodium content.
- Canned beans may contain a small amount of added sugar for processing purposes.

10.1 Mature dry beans include but are not limited to black, navy, kidney, mature lima (butter beans), fava, garbanzo, soy, pinto, and mung beans. Dry peas include but are not limited to crowder, cow, split, and black-eyed peas.

*Not allowed*

10.2 These types of dry or canned beans, 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.
- No refried canned beans.
- No baked beans.
- No soups or soup mix.
- No canned green beans or peas.

**Peanut butter** 11.0 Authorized peanut butter is:

**AUTHORIZED FOODS, cont.**

*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*

11.1 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**

12.0 Only **fully breastfeeding** women can receive tuna, salmon or sardines. These are **allowed**:

*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.

*Not allowed*

12.1 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**

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

*Allowed: fresh*

13.1 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

**AUTHORIZED FOODS, cont.**

- added sugars, fats or oils.
  - Salad greens in a bag.
  - Any type fresh immature beans, peas or lentils.
  - Organic is allowed.
- Not allowed*            13.2    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.
- Allowed: frozen*            13.3    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*            13.4    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*            14.0    Authorized whole grains include 100% whole wheat bread, soft corn and whole wheat tortillas, brown rice, whole wheat pasta, oats and bulgur

**AUTHORIZED FOODS, cont.**

- Whole wheat bread* 15.0 Authorized **whole wheat breads** meet the following conditions:
- Allowed*
- 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*
- 15.1 For **whole wheat bread**, the following are *not* allowed:
- No whole wheat buns or rolls.
  - No light (lite) bread.
  - No organic bread.
- Soft corn tortillas* 16.0 Only soft corn tortilla brands authorized by the state WIC program can be purchased with WIC food benefits. See Appendix A. Authorized **soft corn tortillas** meet the following conditions:
- Allowed*
- 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.
- Not allowed*
- 16.1 For **soft corn tortillas**, the following are *not* allowed:
- No fried or hard shelled tortillas.
  - No tortilla chips.
  - No organic tortillas.
  - No bulk.
- Whole wheat tortillas* 17.0 Only whole wheat flour tortilla brands authorized by the state WIC program can be purchased with WIC food benefits. See Appendix A. Authorized **whole wheat tortillas** meet the following conditions:
- Allowed*
- Whole wheat flour must be the only flour listed in the ingredient list.
  - Any size package.

**AUTHORIZED FOODS, cont.**

*Not allowed* 17.1 For whole wheat flour tortillas, the following are **not** allowed.

- No organic tortillas
- No bulk.

*Brown rice* 18.0 Authorized **brown rice** meets the following conditions:

*Allowed*

- May be instant, quick or regular cooking;
- Basmati and jasmine brown rice are allowed;
- May be any brand.
- Any size package bagged brown rice; instant brown rice 14-16 oz. package.

*Not allowed* 18.1 For **brown rice**, the following are **not** allowed:

- No white, wild, milled or sprouted rice.
- No organic brown rice.
- No added seasonings, sugars, fat, oil or salt (i.e. sodium).
- No bulk.

*Whole wheat pasta* 19.0 Only whole wheat pasta brands authorized by the state WIC program can be purchased with WIC food benefits. See Appendix A. Authorized **whole wheat pasta** meet the following conditions:

*Allowed*

- Whole wheat or whole durum wheat flour must be the only flours listed in the ingredient list.
- 13.25-16 oz. package.

*Not allowed* 19.1 For **whole wheat pasta**, the following are **not** allowed:

- No added sugars, fats, oils, or salt (i.e. sodium).
- No organic.
- No bulk.

*Oats* 20.0 Authorized **oats** meet the following conditions:

*Allowed*

- May be quick or regular cooking.
- May be gluten-free.

*Not allowed* 20.1 For **oats**, the following are **not** allowed:

- No added sugars, fats, oils, or salt (i.e. sodium).
- No organic.
- No bulk

**AUTHORIZED FOODS, cont.**

- Bulgur* 21.0 Authorized **bulgur** meets the following conditions:
- Allowed*
- May be instant, quick or regular cooking.
- Not allowed* 21.1 For **bulgur**, the following are **not** allowed:
- No added sugars, fats, oils, or salt (i.e. sodium).
  - No organic.
  - No bulk.
- Baby cereal* 22.0 Only baby cereal brands authorized by the state WIC program can be purchased with WIC food benefits. See Appendix A. Authorized **baby cereals** meet the following conditions:
- Allowed*
- Baby cereal must contain 45 mg of iron per 100 grams of dry cereal.
  - Must be in an 8 oz package or larger.
  - Organic baby cereal (brand specific only)
- Not allowed* 22.1 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.
- Baby food fruits and vegetables* 23.0 Only baby food fruit and vegetable brands authorized by the state WIC program can be purchased with WIC food benefits. See Appendix A. Authorized **baby food fruits and vegetables** meet the following conditions:
- Allowed*
- No added sugars, starches, or salt (i.e. sodium).
  - Fruit or vegetable must be listed as the first ingredient.
  - Must be in a 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.
  - Organic baby fruit and vegetables (brand specific only)
- Not allowed* 23.1 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.

**AUTHORIZED FOODS, cont.**

- No pouches

**Baby food meat** 24.0 Only baby food meat brands authorized by the state WIC program can be purchased with WIC food benefits. See Appendix A. Authorized **baby food meats** meet the following conditions:

*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.
- Organic baby food meat (brand specific only)

*Not allowed*

24.1 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.

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

**Food authorization process** 25.0 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 (10/1/2016)			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, Berry Berry Kix and Honey Kix)		
	Kellogg's	All-Bran Complete Wheat Flakes		
		Corn Flakes (original)		
		Frosted Mini Wheats (Original)		
		Rice Krispies (original)		
		Special K (original)		
	Malt-O-Meal	Crispy Rice (box or bag)		
		Frosted Mini Spooners (box or bag) (original)		
		Blueberry Mini Spooners		
		Oat Blenders with Honey and with Honey and Almonds (box or bag)		
	Post	Honey Bunches of Oats Whole Grain (Honey Crunch and Almond Crunch)		
		Honey Bunches of Oats (Honey Roasted, Almond, and Vanilla Bunches)		
		Grape Nuts		
Quaker	Life (original)			
	Oatmeal Squares (Brown Sugar and Cinnamon)			
Private labels	Corn Flakes (Essential Everyday, Great Value, Kroger, Market Pantry, Signature Kitchens, Western Family, WinCo Foods)			
<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, Kroger, Signature Kitchens, Western Family, WinCo Foods)			

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2016)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
<b>Frozen Juice (11.5-12 oz)</b>	Treetop	Apple	Only the brands and flavors listed. 100% unsweetened juice only. Added fiber, vitamins and minerals are allowed. Frozen: 11.5 - 12 oz	No juice brands or flavors that are not listed. No juice "drinks" (such as Hi-C). No juice "cocktails". No imitation beverages (such as Awake, Tang, Orange Plus, Start, Sunny Delight). No juice with added sugar or sweetener or "light" juices.. No organic juice
	Dole	Any flavor or blend		
	Old Orchard	Any flavor or blend with a green lid		
	Welch's	Any flavor or blend with a yellow peel strip		
	Apple	Essential Everyday, Fred Meyer, Great Value, Kroger, Market Pantry, Signature Kitchens, Western Family, WinCo Foods		
	Grape	Essential Everyday, Market Pantry, Western Family		
	Grapefruit	Any brand		
	Orange	Any brand		
<b>Plastic bottled juice</b>	Treetop	Any flavor	Only the brands and flavors listed. 100% unsweetened juice only. Added fiber, vitamins and minerals are allowed. Plastic bottles: 64 oz only	No apple cider No Treetop 3 Apple Blend No refrigerated.
	Juicy Juice	Any flavor		
	Campbells	Tomato (regular and low sodium)		
	Langers	Any flavor 100% juice		
	Apple	Essential Everyday, Great Value, Kroger, Market Pantry, Signature Kitchens, Western Family, WinCo Foods		
	Cranberry, Cran-grape, Cran-raspberry	Essential Everyday (cranberry, cranberry-raspberry) Great Value (cranberry blend, cranberry grape, cranberry raspberry), Kroger (cranberry juice), Signature Kitchens (cranberry, cranberry-grape, cranberry-raspberry), Western Family (cranberry blend, cranberry-grape, cranberry-raspberry)		
	Grapefruit	any brand		

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2016)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
	Orange	any brand		
	Vegetable (regular and low sodium)	Essential Everyday (regular and low sodium), Great Value, Kroger (spicy and low sodium), Signature Kitchens, WinCo Foods		
<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 jalepeño peppers or caraway seeds). No organic.
	Cheddar-Jack			
	Colby			
	Colby-Jack			
	Monterey Jack			
	Mozzarella			
<b>Yogurt</b>		<p><b>WHOLE Milk yogurt</b> Dannon Whole, plain Mountain High, Original style, whole, vanilla Mountain High, Original style, whole, plain Nancy's, whole yogurt-honey, plain</p> <p><b>LOWFAT &amp; NONFAT Yogurts</b> Dannon</p> <ul style="list-style-type: none"> <li>• Nonfat. strawberry</li> <li>• Nonfat. plain</li> <li>• Lowfat. vanilla</li> <li>• Lowfat. plain</li> </ul>	<p>32 oz. container.</p> <p>Pasteurized, whole, lowfat or nonfat plain or flavored yogurt.</p> <p>Not more than 35 g of total sugars per cup.</p>	<p>No mix-in ingredients, such as granola, candy pieces, honey, nuts and similar ingredients.</p> <p>No yogurts with non-nutritive or artificial sweeteners.</p> <p>No organic or Greek yogurt.</p>

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2016)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
		Tillamook: <ul style="list-style-type: none"> <li>• Lowfat, Naturally Plain</li> </ul> Mountain High: <ul style="list-style-type: none"> <li>• Fat Free, Vanilla</li> <li>• Fat Free, Plain</li> <li>• Lowfat, Vanilla</li> <li>• Lowfat, Plain</li> </ul> Nancy's: <ul style="list-style-type: none"> <li>• Nonfat, plain</li> <li>• Nonfat, vanilla</li> <li>• Lowfat, plain</li> </ul> Essential Everyday <ul style="list-style-type: none"> <li>• Fat Free, Plain</li> <li>• Lowfat, Blended vanilla</li> <li>• Lowfat, Blended plain</li> <li>• Lowfat, Blended strawberry</li> </ul> Fred Meyer <ul style="list-style-type: none"> <li>• Nonfat, plain</li> </ul> Great Value <ul style="list-style-type: none"> <li>• Nonfat, plain</li> <li>• Low fat, vanilla</li> <li>• Low fat, strawberry</li> </ul> Lucerne: <ul style="list-style-type: none"> <li>• Plain, fat free</li> <li>• Vanilla, low fat</li> <li>• Strawberry, low fat</li> </ul> Market Pantry <ul style="list-style-type: none"> <li>• Nonfat, Traditional Vanilla</li> <li>• Nonfat, Traditional Plain</li> </ul> Western Family: <ul style="list-style-type: none"> <li>• Lowfat, Strawberry</li> <li>• Plain Lowfat yogurt</li> </ul>		No "light" yogurts.  No yogurts with artificial sweeteners, like aspartame or sucralose.
<b>Tofu</b>		Azumaya (Firm and Extra Firm) House (Firm, Medium Firm, Extra Firm)	16 oz. package	No added fats, sugars, oils or sodium.

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2016)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
<b>Dry beans, peas, or lentils</b>	Any type	Any brand, mature.		No seasonings added. No organic. No bulk.
<b>Canned beans</b>	Any type	Any type of mature dry beans, peas or lentils in canned form. Any brand.	15-16 oz. cans May be regular or low sodium.	No seasonings added. No added oils, seasonings or flavorings. No refried beans, baked beans, green beans or peas.
<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 Eggland'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.	25.6 oz. dry milk 12 oz. can evaporated milk	No organic. No buttermilk. No flavored milk. No raw milk. No rice milk. No half and half.
	Dry	Any brand. May buy only if listed on food benefits list. Non-fat.		No milk with more than 5% milk fat content.

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2016)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
	Evaporated	Any brand. May buy only if listed on benefits list. May be regular, low-fat or fat-free.		No whipped cream. No Omega-3 or Vitamin E. No specialty items, like glass bottles.
<b>Goat milk</b>	Evaporated	Meyenberg brand only.	May only buy the brand and type of goat milk listed on the benefits list.	No unfortified goat milk.
	Fresh (carton)			
	Powdered			
<b>Soy beverage</b>		Pacific Ultra Soy – original or vanilla 8 <sup>th</sup> Continent Soymilk – original or vanilla WESTSOY Organic Plus Soymilk - plain or vanilla Silk Soymilk - Original	32 oz. or 64 oz. container	
<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	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.	No albacore, yellowfin or tongel tuna. No red, sockeye, blueback

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2016)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
	Pink salmon packed in water		Sardines – 3.75 oz can. Packed in water only. Regular or low-sodium. May include skin and bones.	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.
	Sardines packed in water			
<b>Fruit and vegetables</b>	Fresh	Any brand.	Whole pre-cut, shredded or packaged.  Salad and greens in a bag. Organic is OK.  Must be purchased using the Fruit and Vegetable Cash Value Benefit.	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 plants.
	Frozen	Any brand and variety.	Whole, cut or mixed. Frozen beans are OK (like lima beans, edamame and black-eyed peas) Organic is OK. Only allowed if listed on the benefit list. Must be purchased using the Fruit and Vegetable Cash Value Benefit.	No added sugar, salt, fats or oils. No added sauce or creamed vegetables. No added rice, pasta, meat, nuts, or noodles No French fries, hash browns, potatoes O'Brien, or tater tots. No breaded or battered vegetables.

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2016)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
<b>Whole grains</b>	Whole wheat bread	Any brand. For authorized list refer to: <a href="http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/foods.aspx">http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/foods.aspx</a>	Loaf of bread. Must say "100% whole wheat" on the label.	No light or "lite" bread. No organic.
	Soft corn tortillas	Archer Farms Cabo Loco Calidad Canteca Casa Rosa Casa Valdez Don Pancho Essential Everyday Great Value Guerrero HERDEZ Kroger La Banderita La Burrita Las 4 Hermanas Mission Pepes Reser's Salsa Locas Signature Kitchens Tortilla Land	Soft only. Yellow or white corn.	No fried tortillas or tortilla chips. No organic. No bulk
	Brown rice	Any brand.	Brown jasmine and brown basmati rice are allowed, any size. Instant brown rice, "minute" or boil in bag rice are allowed in 14-16 oz. package.	No white, wild, milled, or sprouted rice. No added seasonings, sugar, fat, oil or salt (e.g. sodium.) No organic. No bulk.

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2016)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
	Whole wheat pasta	<p><b>Barilla Whole Grain</b></p> <ul style="list-style-type: none"> <li>• Whole Grain Angel Hair</li> <li>• Whole Grain Elbows</li> <li>• Whole Grain Linguine</li> <li>• Whole Grain Medium shells</li> <li>• Whole Grain Penne</li> <li>• Whole Grain Rotini</li> <li>• Whole Grain Spaghetti</li> <li>• Whole Grain Thin Spaghetti</li> </ul> <p><b>Essential Everyday</b></p> <ul style="list-style-type: none"> <li>• Whole Wheat Macaroni</li> <li>• Whole Wheat Penne</li> <li>• Whole Wheat Rotini</li> <li>• Whole Wheat Spaghetti</li> <li>• Whole Wheat Thin Spaghetti</li> </ul> <p><b>Kroger</b></p> <ul style="list-style-type: none"> <li>• Whole Grain Penne Rigate</li> <li>• Whole Grain Rotini</li> <li>• Whole Grain Spaghetti</li> <li>• Whole Grain Thin Spaghetti</li> </ul> <p><b>Market Pantry</b></p> <ul style="list-style-type: none"> <li>• 100% Whole Grain Penne</li> <li>• 100% Whole Grain Rotini</li> <li>• 100% Whole Grain Spaghetti</li> <li>• 100% Whole Wheat Thin Spaghetti</li> </ul> <p><b>Ronzoni Healthy Harvest</b></p> <ul style="list-style-type: none"> <li>• 100% Whole Grain Linguini</li> <li>• 100% Whole Grain Penne Rigate</li> <li>• 100% Whole Grain Rotini</li> <li>• 100% Whole Grain Spaghetti</li> <li>• 100% Whole Grain Thin Spaghetti</li> </ul>	Only brands and types listed.	<p>No added sugars, fats, oils or salt (e.g. sodium)</p> <p>No organic.</p> <p>No bulk.</p>

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2016)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
		<b>Great Value</b> <ul style="list-style-type: none"> <li>• Whole Wheat Elbow Macaroni</li> <li>• Whole Wheat Linguine</li> <li>• Whole Wheat Penne Rigate</li> <li>• Whole Wheat Rotini</li> <li>• Whole Wheat Thin Spaghetti</li> <li>• Whole Wheat Vermicelli</li> </ul> <b>Western Family</b> <ul style="list-style-type: none"> <li>• 100% Whole Wheat Penne Rigate</li> <li>• 100% Whole Wheat Spaghetti</li> </ul>		
	Whole wheat tortillas	Don Pancho Essential Everyday Guerrero HERDEZ Kroger LaBanderita Market Pantry Mission Ortega	Only brands listed. Any size package.	No organic. No bulk. No white flour tortillas. No fried tortillas or tortilla chips.
	Oats	Any brand.	Any size package. May be quick, regular cooking, rolled or old fashioned oats. May be gluten-free.	No added sugar, fat, oil or salt (e.g. sodium). No organic. No bulk. No instant. No steel cut, Irish or Scottish oats.
	Bulgur	Any brand.	Any size package. May be instant, quick or regular cooking.	No added seasonings, sugar, fat, oil, or salt (e.g. sodium). No organic. No bulk.

**AUTHORIZED FOODS, cont.**

WIC Authorized Food List (10/1/2016)				APPENDIX A
Food	Type	Brand	Description	May Not Buy
<b>Baby food: fruits and vegetables</b>	Any baby food fruits and vegetables	Beech-Nut – classics and 100% Naturals (no organic) Earth's Best Gerber (no organic) O Organics	Only brands listed. Must be in a 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 pouches. No powdered baby food.
<b>Baby food: meat</b>	Any single ingredient baby food meat or poultry	Beech-Nut (no organic) Gerber (no organic) O Organic	Only brands listed. Must be in a 2.5 oz glass jar or plastic container. May contain broth or gravy.	No added fruit, vegetables or noodles. No toddler food or "Graduates". No added DHA.
<b>Baby cereal</b>		Beech-Nut (no organic) Gerber (no organic) Earth's Best	Only brands listed. 8 oz size or larger. May buy infant cereal only if listed on the food benefits list. Any grain.	No added formula, milk, yogurt or fruit. No added DHA. No jars, cans, single-serving packets.
<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 food benefit balance.	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, cost and Universal Product Code (UPC).

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 Food List 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.



**SECTION:** Farm Direct Nutrition Program 1100  
**SUBJECT:** **FARM DIRECT NUTRITION PROGRAM: LOCAL PROGRAM RESPONSIBILITIES**  
**DATE:** September 15, 2016 (*Revised*)

**POLICY:** Participating local programs shall follow the procedures below to ensure program compliance with the Oregon Farm Direct Nutrition Program, FDNP (formerly the Oregon Farmers' Market Nutrition Program).

**PURPOSE:** To clarify the responsibilities of local programs regarding check issuance and security, participant education, documentation, monitoring requirements and follow-up on complaints and abuse issues.

**RELA VANT REGULATIONS:** 7 CFR §248—Farmers' Market Nutrition Program  
Oregon Administrative Rules 333-053-0030 through 333-053-0110

**OREGON WIC PPM REFERENCES:** ♦588—Program Integrity: Complaints  
♦595—Program Integrity: Separation of Duties  
♦830—Nutrition Education: Documentation

**APPENDICES:** 1100.5 Appendix A Sample FDNP Documentation of Check Inventory form  
1100.6 Appendix B Instructions for completing FDNP Check Register  
1100.7 Appendix C Sample Farm Direct Nutrition Check Register

**PROCEDURE:**

- Check delivery*
- 1.0 The state WIC program will coordinate the delivery of all Farm Direct Nutrition Program (FDNP) checks and check registers to participating local programs.
    - 1.1 Each participating local WIC program will be assigned a specific number series of checks by the state WIC office.
    - 1.2 FDNP checks will be delivered by UPS or similar delivery service. The check delivery will have an enclosed packing list of the check number series sent to the program.
    - 1.3 A local staff member will review the packing list and the checks to ensure that all numbers are present and will verify the receipt of all checks in TWIST.
    - 1.4 Report any missing checks in the sequence immediately to the state FDNP Coordinator. Do not verify receipt in TWIST until staff can account for all checks.
    - 1.5 The local program must distribute the check stock to the appropriate clinics in TWIST in order for the checks to be available to issue. Refer to TWIST Lesson 1000 - Farmers' Market Coupon Issuance, Chapter 3, Section 10.

**FDNP: LOCAL PROGRAM RESPONSIBILITIES, cont.**

- Eligible recipients** 2.0 Each eligible individual will be issued five \$4 checks (\$20 value). To be eligible, the individual must currently be receiving benefits under the WIC Program *and* belong to any of the following categories on the date of issuance:
- Pregnant woman;
  - Breastfeeding woman (including women who are doing some breastfeeding and not currently receiving a food package);
  - Postpartum non-breastfeeding woman;
  - Infant at least 4 months of age;
  - Children through the end of the month they turn five years old.
- 2.1 The local program must confirm the eligibility status of all recipients *prior* to issuing FDNP checks. To do so, staff may use the “Check Eligibility Report” that is available in TWIST.
- Participant orientation** 3.0 All FDNP check recipients must receive an orientation to the program upon receipt of the checks. The orientation must cover:
- 3.1 The purpose of the FDNP;
  - 3.2 How to use the FDNP checks;
  - 3.3 The eligible foods;
  - 3.4 The prohibition against cash change;
  - 3.5 The participant’s right to complain about improper practices and the process for making a complaint;
  - 3.6 The location of authorized markets and farm stands; and
  - 3.7 Nutrition education that emphasizes the relationship of proper nutrition to the total concept of good health, including the importance of consuming fresh fruits and vegetables.
- FDNP nutrition education as WIC second nutrition education contact** 4.0 As appropriate, the nutrition education provided to FDNP check recipients may be counted as the participant’s second nutrition education contact for the program.
- 4.1 Document that the participant has received nutrition education concerning fresh fruits and vegetables in the participant’s record. See ♦830—Nutrition Education: Documentation.
- Issuing checks** 5.0 FDNP checks will only be issued to the participant/caretaker in a face-to-face contact, and the participant/caretaker must receive a FDNP orientation when receiving checks for the first time in the current year. Nutrition education about the benefits of eating fresh fruits and vegetables must also be provided face-to-face by qualified staff (e.g. CPA, nutritionist, OSU Extension agent, etc.) if it is being used to meet the participant’s second nutrition education requirement.

**FDNP: LOCAL PROGRAM RESPONSIBILITIES, cont.**

- 5.1 Staff must document check issuance in TWIST as soon as possible, preferably within 24 hours of distribution to participants. This will ensure accurate check reconciliation.
  - 5.2 Staff may only issue checks that are assigned to their specific clinic.
- Benefit package** 6.0 The state WIC program will determine a standard benefit package per eligible individual and per family each year.
- 6.1 **Local programs may issue checks to no more than *the state's maximum number of FDNP-eligible individuals per family* unless otherwise notified by the state FDNP Coordinator.**
- Foster children** 6.2 Eligible individuals who are foster children may each be considered a separate family according to local program policy.
- Distribution dates** 7.0 FDNP checks may be distributed from May 1 until ***no later than*** September 30. To maximize participant shopping opportunities, it is preferred that the majority of checks be issued by August 1.
- 7.1 Local program staff may not issue checks to participants from another local program.
- Unissued checks** 8.0 **Prior to September 30**, the local program may return unissued checks and the matching check registers to the state WIC office for reallocation.
- 8.1 **If the program still has unissued checks after September 30**, the checks must be voided in the “Farmers’ Market Administration” screen in TWIST. The physical checks must be destroyed and the voided ranges should be marked as “VOID” on the corresponding check register(s) by November 30.
  - 8.2 The State FDNP coordinator may reallocate from one program to another any FDNP checks that have not yet been issued, after August 1.
- Lost/stolen checks** 9.0 Lost or stolen FDNP checks will ***not*** be replaced. Void in TWIST all checks reported as either lost or stolen.
- Returned checks** 10.0 Only **complete, unused** sets of issued FDNP checks that are returned by the participant for any reason may be re-issued to another participant. Incomplete sets of issued checks that are returned by the participant must be destroyed, the checks must be voided in the “Coupon Book Maintenance” screen in TWIST and the voided ranges should be marked as “VOID” on the corresponding check register(s).
- Check security** 11.0 FDNP checks must be kept under lock and key during non-clinic hours, breaks, and lunch hours. A staff person must attend unlocked checks at all times.

## FDNP: LOCAL PROGRAM RESPONSIBILITIES, *cont.*

- Physical inventory* 12.0 Since FDNP checks are pre-printed negotiable instruments, the local program must track all checks that are on-hand and those that have been distributed to clinic or satellite sites. At all times during the FDNP season local programs must be able to account for all checks that have been received from the state WIC program. Local programs should be able to account for all checks via the following: 1) completed check registers and/or TWIST-generated issuance lists, 2) physical checks available for issuance and 3) any tools used to track distribution of checks to satellite clinics or individual staff for issuance purposes.
- 12.1 A physical inventory must be documented at least once during each FDNP season or issuance period at each site that stores checks. See Appendix A for an example of how to document such an inventory. If the local program already performs a “perpetual” or ongoing inventory throughout the season, then documentation of this type of inventory will meet this requirement.
- 12.2 Inventory documentation must be available to state staff during program reviews. This documentation must also be kept on file at the local program for a minimum of three years.
- Check register* 13.0 The local program must use the FDNP check register or TWIST-generated “Issuance List” and the “Farmers’ Market Issuance” screen in TWIST to document the issuance of FDNP checks.
- 13.1 **Only one FDNP recipient should be documented per check range.**
- 13.2 The local program must ensure that the WIC participant/caretaker signs the check register when receiving the checks. See Appendix B for more information on completing the check register, and Appendix C for a sample check register page.
- 13.2.1 The local program may collect signatures on the “Farmers’ Market Issuance List” from TWIST and staple the completed list to the appropriate check register, in lieu of completing the check register.
- 13.3 The original FDNP check register and issuance lists must be kept on file at the local program for a minimum of three years.
- Separation of duties* 14.0 Certification and FDNP check issuance duties must be performed by different staff members. Also, the inventory control duties (tracking and logging checks, physical inventory, etc.) must be split between at least two staff members. If this is not possible, the process must be verified by a second party to ensure that not all aspects of check management are within one person’s control. See ♦595—Program Integrity: Separation of Duties.

**FDNP: LOCAL PROGRAM RESPONSIBILITIES, cont.**

- |                                      |      |   |
|--------------------------------------|------|---|
| <i>Civil rights complaints</i>       | 15.0 | Civil rights complaints of discrimination on the basis of race, color, national origin, age, sex or disability will be handled according to Policy ♦588—Program Integrity: Complaints.  |
| <i>“And Justice For All” signage</i> | 16.0 | The USDA Civil Rights Poster AD-475A (“And Justice for All”) must be prominently displayed at all locations where FDNP checks are distributed and/or FDNP nutrition education takes place. This includes at farmers’ markets, at the actual site of the check distribution or at nutrition education sessions.  |
| <i>FDNP complaints/abuse</i>         | 17.0 | All FDNP-related complaints are to be handled according to Policy ♦588—Program Integrity: Complaints.   |
| <i>Monitoring requirements</i>       | 18.0 | Local programs that participate in the FDNP will be monitored for compliance every two years as required by federal rules. Reviews will cover the following: <ul style="list-style-type: none"><li>• Verification of FDNP recipient eligibility;</li><li>• Documentation of nutrition education in the participant’s TWIST record or master file;</li><li>• Observation and/or documentation of check accountability procedures (FDNP check register); and</li><li>• Observation and/or documentation of check security issues.</li></ul> |
|                                      | 18.1 | For a copy of the FDNP review tool, visit <a href="http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/wic-coordinator.aspx">http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/wic-coordinator.aspx</a> ★   |

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

### Sample FDNP Documentation of Check Inventory Form



#### Farm Direct (Farmers' Market) Documentation of Check Inventory

Local Agency: Ford County Clinic: Taurus

Inventory Date: 08/05/11 Conducted by (LA Staff): Mary Munster

WIC Coordinator: Sylvia Simpson

#### Documentation of Inventory

1. Number of sets received from State WIC Program: 100
2. Number of sets issued to date, according to completed check register pages and/or TWIST-generated issuance lists:  
75
3. Number of sets available for issuance: 25
4. Are check sets kept in locked cabinet or secure storage area when not attended?  
Yes  No

Comments:

If you need this information in an alternate format,  
call 971-673-0040.  
WIC is an equal opportunity program and employer.



57-1056-ENGL (04/2008)

**Instructions for completing the  
Farm Direct Nutrition Program Check Register**

<b>Date =</b>	Date checks are issued to the participant. Every entry on each check register page must have either an issuance date or a line through it originating from another entry with an issuance date.
<b>WIC ID Number =</b>	A unique participant WIC ID number must be documented for each set of checks issued.
<b>Check #s From/To =</b>	Beginning and ending numbers of the checks issued to the participant are pre-printed.
<b>Participant/ guardian signature =</b>	The participant/guardian <b><u>MUST</u></b> sign. Issuer's initials should be the exception, not the rule e.g. participant/guardian physically unable to sign. When an individual is signing the FDNP check register for checks for multiple WIC participants, it is permissible for staff to draw a diagonal line through the rows of checks being issued and to have the individual sign along the diagonal line.

Sample Farm Direct Nutrition Check Register

OREGON WIC FARM DIRECT NUTRITION PROGRAM COUPON REGISTER

CLINIC NAME: Oregon County WIC

CLINIC NUMBER: 45

DATE	WIC I.D. NUMBER	COUPON #S		PARTICIPANT/GUARDIAN SIGNATURE
		FROM	TO	
6/5	123456-03	9109456	9109460	Mary Poppina
	234567-01	9109461	9109465	<del>Dorothy Bessy</del>
	234567-02	9109466	9109470	
	345678-03	9109471	9109475	Holly Hobbes
	" -03	9109476	9109480	
6/6	456789-01	9109481	9109485	Urene Finstone
	567890-04	9109486	9109490	Susan White
	678901-01	9109491	9109495	<del>Renee Peel</del>
	" -02	9109496	9109500	