

# WIC Appendix 1000-50

## Therapeutic Formula and Medical Food Ordering Procedures

The California WIC Program reviews formula and medical food requests for medical conditions after a local agency WIC RD or designee shall:

- Document need by completing the *Screening and Medical Justification of Formula for Medical Conditions* (form CDPH 4143 or 4144) and
- Determine whether formula or medical food is ineligible for third-party payment (Policy 390-20).

Procedures are outlined below when a prescribed formula or medical food is not provided on a WIC food instrument (FI). If an order is damaged upon receipt, refer to the Processing Section of the Formula Guide.

Local WIC Agency Role	How	Questions
<p><b>Formula or Medical Food Request:</b> After a medical professional completes and submits the <i>Pediatric Referral and Special Dietary Request Form</i> (CDPH 247A) to WIC, the local agency RD or designee shall:</p> <ul style="list-style-type: none"> <li>- complete the <i>Screening and Medical Justification for Therapeutic Formula</i> (CDPH 4143/4144) form, and</li> <li>- fax both forms to the California WIC Program.</li> </ul>	<p>Use the following fax number to request therapeutic formulas or medical foods that cannot be issued on a FI:</p> <p style="text-align: center;">(916) 440-5581</p>	<p>If you have questions or difficulty faxing a request, please call the Program Evaluation and Policy Branch at:</p> <p style="text-align: right;">(916) 928-8652</p>
<b>State WIC Role</b>	<b>How</b>	
<p><b>Approval Process:</b> Upon receipt of a request, a WIC RD will review and approve or deny the request within 1 to 2 working days.</p>	<p>Approval will be based on:</p> <ul style="list-style-type: none"> <li>• Compliance with WIC Policy 390-10 and 390-20</li> <li>• Diagnosis and/or symptoms</li> <li>• Other formulas tried</li> <li>• Local agency WIC RD screening</li> <li>• Expected duration</li> <li>• Type of health care plan</li> </ul> <p>Note: All Medi-Cal Managed Care plans must provide medically necessary formulas and medical foods within 5 working days. These plans cannot refer patients to WIC (Medi-Cal Managed Care Policy Letter 07-016).</p>	<p>If incomplete information is provided on the CDPH 247A or CDPH 4143/4144, State Agency will contact the local agency for more information before approving or denying the request.</p>
<p><b>Ordering Procedures:</b> All State Agency approved formulas or medical foods are ordered by the WIC Contract and Procurement Services Section.</p>	<p>All requests are ordered online from formula companies and require 2 to 3 weeks for delivery to a local WIC agency.</p>	<p>If a local agency has questions about the status of a request that was approved, please call (916) 928-8652.</p>