PURPOSE:
To establish procedures for tailoring authorized foods in the California Department of Public Health/Women, Infants and Children Division (CDPH/WIC) food packages.

POLICY:
I. The local agencies (LAs) can tailor a food package for a participant per the instructions specified below.

PROCEDURE(S):
I. Food Package Tailoring and Substitutions
   A. Food Package III is the food package from which all therapeutic food packages are issued. With the exception of the partially breastfeeding (mostly and some) FIs in Food Packages I and II, it is the only food package that can be tailored; additionally, it is the only food package for which single-item Food Instruments (FIs) are issued. LA staff must tailor foods from Food Package III or number of infant formula cans on the partially breastfeeding infant formula FIs only when:
      1. They are medically warranted.
      2. A participant refuses or cannot use the maximum monthly allowance of food.
      3. The quantities necessary to supplement another programs’ contribution to fill a medical prescription would be less than the maximum monthly allowances issued by CDPH/WIC.
   B. Substitution packages are available to participants with minor medical or special nutritional needs or with cultural or lifestyle preferences. Refer to WPPM 320-30.
   C. The LA staff must not:
      1. Base food package tailoring or substitutions on a participant’s category or ethnicity.
      2. Restrict a cultural/ethnic food package to just those individuals that are members of those ethnic/cultural groups.
      3. Make assumptions about food preferences based on participant appearance, category, or cultural affiliation.
   D. The LA staff authorized to tailor the food packages are the Competent Professional Authority (CPA), which includes nutritionists/registered dietitians or WIC nutrition assistants (WNA).
E. Tailoring food packages in WIC MIS
   1. Tailoring of a food package can be done on the “Prescribe Food Packages” screen the first time it is accessed for the certification period.
   2. To tailor after first access at certification, the screen will appear as the “Change/Browse Prescription” screen when accessed through Prepare Packages to Print.
   3. Press F7 tailor food package.
   4. Enter the number of months to tailor or “F” for the full cert period
   5. To tailor, type “D” next to the food item(s) to be deleted and press “F11”.

F. Documentation of Tailoring
   1. LA staff must document the reason and duration of food package tailoring in WIC MIS on the individual comments screen.

EXAMPLES OF FOOD PACKAGE TAILORING

1. A participant is receiving food package III for medical needs, and the doctor indicates that the participant should not receive eggs. Eggs should be tailored out of the food package.

2. A partially breastfeeding mother wants less than the maximum amount of infant formula her baby is eligible to receive that month. The amount of formula issued to the baby (not to exceed the maximum, which changes according to infant age) should be determined as a result of the amount the partially breastfeeding mother feels is necessary, along with the results of a breastfeeding assessment performed by the CPA.

3. A participant is receiving all or a portion of the prescribed amount of infant formula from another provider. In this case, LA staff may tailor out all or a portion of the formula so that the total formula received by the participant from both the other provider and CDPH/WIC does not exceed the prescribed amount.

AUTHORITY:
7 CFR §246.10

CROSS REFERENCE:
WPPM 320-30 Food Prescriptions