

Maine Center for Disease Control and Prevention

WIC Nutrition Program

Effective: October 1, 2020

Policy No. FD-6

Revised: October 1, 2024

Return of Unused WIC Formula and Foods

Authority

7 CFR § 246.4 (a)(14)(x)

USDA FNS WIC Food Package Policy and Guidance

Policy

1. The Local Agency must maintain documentation of all returned/excess formula containers.
2. Local Agencies may only accept unopened containers of formula from participants when there has been a prescription change by the participant's health care provider or need for a different formula (such as ready to use) to meet participant or authorized representative needs.
3. The Local Agency assumes responsibility for proper handling, storage, and donation of formula containers that are returned by participants.

Procedures

1. When a formula prescription changes, Local Agency staff must request unopened cans of formula to be returned by the authorized representative/participant.
2. Returned cans formula shall be recorded on the Formula Inventory Log (Appendix FD-7-A) and to include:
 - 2.1. Date of return
 - 2.2. Staff member initials accepting returned formula
 - 2.3. Participant ID number
 - 2.4. Initials of the person or relationship to participant (such as authorized representative or proxy) of the one returning formula
 - 2.5. Name of formula
 - 2.6. Container size

- 6.1.** Staff shall not exchange formula benefits can for can without first assessing the number of days in the current issuance period, how much formula was returned, and how much formula was never issued (such as the dangling reconstituted ounces not allocated based on package size, or infants changing from partial breastfeeding to nonbreastfeeding who previously received less formula than the full monthly maximum amount)
- 7.** All unopened returned WIC food items in the original packaging, with a valid expiration date, and in good condition including: jarred infant foods; infant formulas; and other shelf-stable WIC foods purchased with WIC benefits must be discarded.
 - 7.1.** All food items returned should be recorded in the Formula Inventory Log (Appendix FD-7-A).