

7.0 Food Package

Effective Date: 8/1/12

7.03E Approval Process and Assurances for Local Agency with MDCH WIC Division Authorization To Approve Class III Formula

Approval Process

As an alternative to the MDCH WIC Division approval of Class III formula, local agencies may submit to MDCH WIC Division a request to approve Class III formulas. The local agency's request must be approved by MDCH WIC Division prior to implementation.

- 1) The local agency's request to approve Class III formula at the local WIC clinic should be submitted to MDCH WIC Division, by completing the Local Agency Class III Formula Assurances form (See this Exhibit). Annually, a resubmission of the Assurance form is requested from local agencies as part of the Nutrition Services Plan.
- 2) The local agency should continue to follow the MDCH WIC Division Class III formula approval Policy 7.03 until written notification has been received from the MDCH WIC Division.
- 3) The local agency's request to approve Class III formula will include the name(s), registration number, current resume, and copy of Commission on Dietetic Registration certification card for current R.D. registration status for all R.D.'s responsible for approving Class III formulas.
- 4) MDCH WIC Division will notify the local agency of the status of their submitted request within 45 days of receipt.
- 5) The local agency Class III Formula approval period is for one year (February 1 through January 31).
- 6) Any changes in local agency Registered Dietitian (R.D.) Staff responsible for Class III formula approval requires a MDCH WIC Division re-approval before implementing the change.

Local Agency with MDCH WIC Division Authorization To Approve Class III Formula

Assurances

The local agency's Class III formula assurances list the procedures that must be followed by the Local WIC agency that has been granted authorization to approve Class III formula requests.

This document and Policy 7.03 must be reviewed by all local agency WIC staff responsible for the approval of Class III formulas.

Please review the assurances, provide signatures where indicated and submit to MDCH WIC Division the required information as specified in the assurances.

MDCH WIC Division authorization must be granted to the local agency prior to approving Class III formula requests at the local agency.

1. Policy 7.03 will be followed when approving Class III formula requests.
2. Medical Documentation Requirements shall be followed as stated in Policy 7.03.
3. The agency is **required** to submit a request to the MDCH WIC Division office for Class III formula approval only when the local agency does not have an R.D. approved for Class III formula authorization, or the authorized R.D. is unavailable.
4. The designated registered dietitian (R.D.) at the local agency will be the only local agency staff authorized by MDCH WIC Division to approve Class III formula requests.
5. If there is a change in the authorized R.D. staff, an updated Class III formula request will be obtained from MDCH WIC Division following procedures specified in WIC Policy 7.03.
6. The authorized registered dietitian will review all Class III formula requests and inform the WIC client of the decision within five (5) working days of the request.
7. Benefits for the Class III formula will not be issued to clients until the R.D. makes the final approval.
8. Clients receiving Class III formula will be designated as high risk.
9. A high risk nutritional care plan will be developed by a registered dietitian (R.D.) for recipients of Class III formulas.
10. Failure to comply with the Class III Formula Assurances will result in the termination of the local agency's authorization to approve Class III formula requests.

11. A copy of the assurances must be retained by the local agency and the original submitted to MDCH WIC Division.
12. Class III formula will be approved for a period up to six (6) months with the exception of Similac Special Care Advance with Iron 24 and Enfamil Premature – 24 Cal, which will be approved only until the infant reaches a body weight of eight (8) pounds.
13. The Class III formulas, Similac NeoSure and Enfamil Enficare, are available only to premature infants who have reached four (4) pounds, until they have reached catch-up growth or until 9-12 months adjusted age.
14. The quantity of Class III formula provided by the WIC Program shall not exceed the federal maximum as specified in WIC Policies 7.03 and 7.04.
15. Class III formula used in combination with another Class III or with a Class II or Class I formula shall not exceed the federal maximum as specified in WIC Policies 7.03 and 7.04.
16. Supplemental foods may be issued in combination with a Class III formula with medical documentation and shall not exceed the federal maximum as specified in WIC Policies 7.03 and 7.04.

MI-WIC POLICY

Food Package

Local Agency: _____

Completed by: _____

Date: _____

Please complete form and mail to the State WIC office. Provide the name (s), signature and registration number of the Registered Dietitians (R.D.) at the local agency, authorized to approve Class III formula requests.

Attach current resumes and a copy of the current RD registration card for each R.D. for whom you are requesting authorization.

Registered Dietitian's Printed Name _____

Registered Dietitian Signature _____

Registration I.D. Number _____

Registered Dietitian's Printed Name _____

Registered Dietitian Signature _____

Registration I.D. Number _____

Registered Dietitian's Printed Name _____

Registered Dietitian Signature _____

Registration I.D. Number _____

WIC Coordinator Signature _____

Date _____

Local Agency Name _____

MDCH WIC DIVISION APPROVAL

SIGNATURE _____

APPROVAL PERIOD _____ **to** _____

Date _____