



Memorandum

#19-082

TO: WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education / Clinic Services Unit
Texas WIC Program

DATE: October 15, 2019

SUBJECT: Revisions to Texas WIC Policy FD:12.1 – Food Package Substitutions, Tailoring and Exchanges

This memo announces revisions to Texas WIC Policy *FD:12.1 – Food Package Substitutions, Tailoring and Exchanges*. The revised policy has been approved by USDA and is effective November 1, 2019. At that time, it will be posted and you may update your *Policy and Procedures Manual* by accessing the *WIC Website* at:

<https://hhs.texas.gov/doing-business-hhs/provider-portals/wic-providers/wic-policy-procedures-manual>.

Monitoring will begin on May 1, 2020. A Summary of Changes is below.

Summary of Changes

- Formatting adjustments were made throughout document.
- Procedure I.B.5 was revised to further clarify the milk substitution rule for tofu.

If you have any questions or require additional information regarding *Texas WIC Policy FD:12.1: Food Package Substitutions, Tailoring and Exchanges* please contact Alyssa Rubin, WIC Approved Foods Coordinator, Nutrition Education and Clinic Services Unit, at Alyssa.Rubin@hhsc.state.tx.us or 512-341-4515.

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Effective November 1, 2019

Policy No. FD:12.1

Food Package Substitutions, Tailoring and Exchanges

Purpose

To allow for food package substitutions, tailoring, and exchanges.

Authority

CFR 246.10

Policy

Food item substitutions can be made to meet participants' medical, cultural, or food preference. Food packages can be tailored or exchanged to meet participants' needs.

Procedures

- I. Substitutions in Food Packages
 - A. Food item substitutions can be made in the milk, cereal, and fruit and vegetable food groups to better meet the participants' needs and preferences.
 - B. Milk Substitution Group
 - 1. Substitutions can be made within children and women's food packages, per participant's preference, for different types of milks (e.g., milk and evaporated milk) based on quart equivalents.
 - 2. Milk substitutions include:
 - a. Milk, lactose-free milk, and soy milk – one quart is one quart equivalent
 - b. Dry milk – 3.2 ounce is one quart equivalent
 - c. Evaporated milk – 16 fluid ounce is one quart equivalent (1:2 ratio)
 - d. Cheese – one pound is three quarts equivalent

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- e. Tofu – one pound is one quart equivalent
 - f. Yogurt – one quart (32 oz.) is one quart equivalent
- 3. Cheese - Food packages cannot contain more than one pound of cheese with the exception of:
 - a. Women fully breastfeeding food packages can contain a minimum of 1 lb. and a maximum of 2 lbs. cheese.
 - b. Women fully breastfeeding multiples food packages can contain a minimum of 1.5 lb. cheese and a maximum of 2.5 lbs.
 - 4. Yogurt - Food packages cannot contain more than one quart of yogurt.
 - 5. Tofu - Food packages with cheese can have one quart of yogurt or one pound of tofu. Food packages with cheese can never have both yogurt and tofu. Additional amounts of tofu can be issued up to the full fluid milk equivalence for reasons such as lactose intolerance.
- C. Cereal Substitution Group - Infant cereal can be substituted for breakfast cereal in women and children’s Special Dietary Needs food packages only.
 - D. Fruit and Vegetable Substitution Group - Fruit and vegetable cash value benefit (CVB) can be substituted in women and children’s Special Dietary Needs food packages only.
- II. Tailoring Food Packages
- A. Individual nutrition tailoring is allowed based on the CA’s or WCS assessment of a participant’s supplemental nutrition needs.
 - B. The full maximum monthly allowance of all supplemental foods in all food packages should be made available to participants unless medically or nutritionally warranted.

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- C. Tailoring the package to provide less than the full amount is appropriate when, for example:
 - 1. It is medically or nutritionally warranted such as removing an item due to a food allergy.
 - 2. When a participant refuses or cannot use the maximum monthly amount.

III. Exchanging Food Packages

- A. Food packages can be exchanged in the current month by modifying benefits if the remaining benefits meet the following criteria:
 - 1. The quantities of each food are equal to or more than the quantity in the original food package, and
 - 2. The types of foods are the same as in the original food package, or if not the same, the food has not been redeemed.
- B. Formula Food Package Exchanges
 - 1. Formula to Formula
 - a. Any formula food package can be exchanged for another formula food package at any time if the formula quantity on Texas WIC Card and/or returned is equal to or more than the formula quantity in the new food package.
 - b. When exchanging food packages with formula, formula will not be prorated for the current month.
 - c. When a Partially Breastfeeding food package has been issued with less than the partial maximum amount of formula and the mother returns to request additional formula within the current benefit period, follow the procedures below:
 - i. Staff may increase up to the partial maximum without a change in the Mothers food package.
 - ii. To increase to full formula package:
 - a) Provide breastfeeding counseling according to **Policy BF:01.0**, Procedure III.D.

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- b) Inform the woman that if she chooses to continue breastfeeding at least one time a day but prefers to receive a full package of formula for her infant, she will not be eligible to receive food benefits after the infant turns six month of age, but will be eligible to receive breastfeeding support.
 - c) If the woman still desires an increase in formula, staff shall verify that the woman's current food package can be modified in the MIS.
- 2. Formula to Non-Formula - a formula food package can be exchanged for non-formula food package if the amount of formula originally issued either remains on the Texas WIC Card and/or the unopened formula containers are returned to clinic.
- 3. Non-formula to Formula – When a non-formula food package is exchanged for a formula food package, the quantity of food originally issued must be equal or more than the quantity of food in the new food package.
- 4. Fully Breastfeeding to Formula –
 - a. When a Fully Breastfeeding food package has been issued and the mother returns for formula before her infant turns six months, the food package can be exchanged in the current month if there are remaining benefits that meet this criteria:
 - i. The quantities of each food are equal to or more than the quantity in the original food package, and
 - ii. The types of foods are the same as in the original food package and tuna/salmon benefits have not been redeemed.

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- b. Staff may then perform a food package exchange and modify benefits for the mother's food package and issue a formula package to the infant for current and future months.
- c. If there are not enough remaining benefits for the current month:
 - i. A food package exchange cannot be performed.
 - ii. Refer the mother to the local agency peer counselor, Health and Human Services (HHS) trained breastfeeding educators (see **Policy BF: 02.0**) or lactation consultant and/or local resources for formula.