

**NUMBER: 941**

**SUBJECT: Medical Documentation for Participants with Qualifying Conditions**

**PURPOSE:**

Exempt formula, WIC-approved medical foods, and supplemental foods may only be issued to participants having demonstrated a medical diagnosis/qualifying condition. An approved “Women, Infants and Children (WIC) Medical Documentation” (WIC Form FD 941C) is required to assure participants receive the prescribed exempt formulas, WIC-approved medical foods, and supplemental foods which meet their medical and/or nutritional needs.

**REFERENCES:**

7 CFR 246.10

Special Formula and Medical Nutritional Products Issuance Guide for Infants

Special Formula and Medical Nutritional Products Issuance Guide for Children

**ATTACHED FORM(S):**

WIC Form FD 941C – WIC Medical Documentation

Attachment 1 – Qualifying Conditions for Special Formulas & WIC-Approved Medical Foods

Attachment 2 – Decision Tree: How to Determine a Food Package for Children ≥ 12 months with Medical/Nutrition Concerns

Attachment 3 – Medical Documentation for Infants

Attachment 4 – Medical Documentation for Children

Attachment 5 – Medical Documentation for Women

**GUIDANCE:**

- A. The Registered Dietitian (R.D.) will assess a WIC participant’s nutritional needs and determine an appropriate WIC food package, considering the participant’s medical diagnosis or condition; the Health Care Provider’s (HCP’s) prescription; the participant’s category; age; dietary needs; and any other relevant information.

**Note:** When a participant does not need a prescribed exempt formula, WIC-approved medical food and supplemental foods, staff will issue a standard food package appropriate for the participant’s needs and category. A Medical Documentation form (WIC Form FD 941C) will not be required.

- B. Prescribed exempt formulas, WIC-approved medical foods and supplemental foods will only be provided to participants with a medical diagnosis/qualifying condition when a HCP has provided a completed WIC Form FD 941C.
1. A medical diagnosis/qualifying condition include:
    - a) Premature birth (for children less than 2 years);
    - b) Low birth weight (for children less than 2 years);
    - c) Failure-to-thrive;

- d) Gastrointestinal disorders;
- e) Immune system disorders;
- f) Severe food allergies that require an elemental formula;
- g) Severe milk protein allergy and lactose intolerance (for children and women);
- h) Malabsorption syndromes;
- i) Inborn errors of metabolism and metabolic disorders;
- j) Life-threatening medical condition that impairs the child's nutritional status; and
- k) Other: Diagnosis that impacts the nutritional status of medically fragile individuals.

**Note:** Any child, who is a practicing vegan, as documented by the HCP on the WIC Form FD 941C, will be allowed to receive tofu and/or soy beverage without a medical diagnosis/qualifying condition.

2. WIC supplemental foods will be provided for participants needing a prescribed exempt formula or WIC-approved medical food only if the HCP prescribes the foods and their amounts.
3. Amounts of cheese, tofu and/or soy beverage over the maximum allowed may be issued to women and children with a completed WIC Form FD 941C on file.
4. The R.D. has the option to accept a medical diagnosis/qualifying condition without questioning its validity with the following exceptions:
  - a) Symptom descriptions such as “constipation”, “vomiting”, “spitting up”, “rash,” “intolerance” or “fussiness” are not acceptable medical diagnoses/qualifying condition for WIC. WIC will not provide any prescribed exempt formulas or WIC-approved medical foods to the participant/caregiver with these types of symptom descriptions. WIC will not provide prescribed WIC foods to meet the participant's dietary preferences.
  - b) If clinic staff have questions or are unclear about a particular medical diagnosis/qualifying condition, they have the option to contact the HCP for additional clarification.
5. The R.D. may approve the HCP's WIC Form FD 941C for a period not to exceed six (6) months and will be on file prior to issuing checks for prescribed exempt formulas, WIC-approved medical foods, and supplemental foods. The following medical professionals are allowed to complete the WIC Form FD 941C:
  - a) Medical Doctors (M.D.)
  - b) Doctors of Osteopathy (O.D.)
  - c) Physician Assistants (P.A.)

- d) Nurse Practitioners (N.P.)
6. The following information will be documented in SWICH as appropriate. See attachments on “Providing Prescribed WIC Formulas and Foods” for infants, children and women for specific requirements for each category:
- a) Medical diagnosis/qualifying condition;
  - b) Name of WIC formula if prescribed;
  - c) Amount of WIC formula if prescribed;
  - d) WIC foods and amounts if prescribed;
  - e) Number of months the WIC formula and/or foods are prescribed not to exceed 6 months;
  - f) HCP’s name;
  - g) HCP’s telephone number; and
  - h) Date the form was signed.

**Note:** The WIC Form FD 941C form may be copied from the State Plan or printed from the Hawaii WIC Program Web site:

<http://hawaii.gov/health/family-child-health/wic/>

7. The WIC Form FD 941C will be kept on file for a minimum of three (3) years.

**PROCEDURE:**

The RD will:

- A. Review the likelihood of a medical diagnosis/qualifying condition with the participant to determine whether it is realistic to take the additional time, effort and cost (for both the participant and the HCP) to have the WIC Form FD 941C completed.

**Note:** For participants with medical diagnoses/qualifying conditions (or for children whose HCP has documented they are a vegan) WIC federal regulations require that a HCP completes a WIC Form FD 941C before any WIC approved formula or foods, or medical formula or medical foods can be issued to the participant. WIC federal regulations do not allow the provision of prescribed WIC formulas and foods as a consideration to meet a participant’s personal preference.

- B. Inform the participant/caregiver that prescribed exempt formulas and WIC-approved medical foods are provided only when:
- 1. The WIC Form FD 941C is filled out completely as described in the policy above and returned to the clinic, and
  - 2. The prescribed exempt formulas and WIC-approved medical foods are Hawaii State WIC approved.

- C. Refer the participant to the HCP if it is likely that the participant has a medical condition that lends itself to a medical diagnosis/qualifying condition, and provides the participant with the WIC Form FD 941C when a prescribed exempt formula and/or WIC-approved medical foods are requested.
- D. Receive, and review and Approve (sign and date) the WIC Form FD 941C to assure it is complete and correct.
- E. Document in SWICH the medical diagnosis/qualifying condition, the prescribed exempt formulas and WIC-approved medical foods and the amounts of each, the number of months that the prescription is effective (including the start and end dates), the HCP's name and telephone number, and that a completed WIC Form FD 941C is on file.
- F. Assign appropriate food packages for prescribed exempt formula and WIC-approved medical foods when one of the following situations applies:
  - 1. WIC Form FD 941C has been completed, received and kept on file at the WIC clinic.  
  
**Note:** Original, faxed or electronic forms (with signature) are acceptable.
  - 2. Provide a one-month grace period if a completed WIC Form FD 941C has not been received.
- G. Not assign a food package for the prescribed exempt formula or WIC-approved medical foods if a completed WIC Form FD 941C is not provided for the second month or subsequent months for those participants receiving a one-month grace period.
- H. Keep the WIC Form FD 941C on file for a minimum of three (3) years.