

Title: Processing Returned Formula	Category: Food Delivery
CFR Reference	Policy Number 9.002A
Effective Date 6/15/2026	Revised Date

PROCEDURE

All infant formulas or WIC-eligible nutritionals returned to the WIC clinic must be disposed of following the procedures below.

Processing Returned Formula – Returned Formula Form

The Local Agency must ensure that attachment 9.002B Returned Formula Form is completed by the Authorized Representative and a WIC staff member returning purchased WIC formula to the WIC clinic. The following information must be collected:

- Client ID (CID) of the WIC participant issued the formula
- The name and quantity of formula returned to the clinic
- The date that the formula was returned
- Reason for return (e.g. formula change, quality concern, etc)
- Signature of the Authorized Rep (AR) or Alternate Authorized Rep (AAR)
- Signature of the WIC staff member who received the returned formula

Disposing of Returned Formula

Formula or WIC-eligible nutritionals returned to the WIC clinic must be disposed of on the same day of receipt. The State Agency recommends two staff members assist in disposing of the formula by the following:

- Powdered formulas - open one can at a time and fully discard the contents in a sealed trash container. The emptied formula container must also be discarded in a sealed trash container.
- Concentrate or ready-to-feed formulas – open one can/bottle at a time and fully discard the contents by pouring into a sink. The emptied formula can/bottle must then be discarded in a sealed trash container.

Once proper disposal is complete staff members will sign 9.002B Returned Formula Form. The completed form must be scanned into the participant's record.

FORMULA DONATION IS NOT AUTHORIZED

The Local Agency is not authorized to donate or redistribute any returned infant formula or WIC-eligible nutritionals as product integrity cannot be guaranteed after its purchase (i.e. the product may have been improperly stored, exposed to extreme temperatures, past its use-by date, or subjected to participant tampering).

REFERENCES

WIC Policy Memorandum #2020-1

DC WIC policy 9.002 Replacement of Food Benefits

