Food Prescription 3A – Food Package III Overview and FPIII & Infants – WINNIE Online Training Module

REVISED JULY 2025

Introduction

Intro

This online training module is provided by the Minnesota (MN) Department of Health WIC Program. It provides an overview of Food Package III and infants in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being October 13, 2023.

Overview 1

Food Package III provides alternative formulas and food items for infants, children, and women with a documented and qualifying medical condition as determined by a Health Care Provider.

NOTE: The system refers to medical or exempt infant formulas as "special," and we'll use this term in the WINNIE training when referring to these formulas.

<Transition Slide>

<screen description – no audio> Slide transitions to Medical Formula Request form.

Medical Formula Form 1

The Request for Medical Formula form, Exhibit 7D in the MN Operations Manual (MOM) must be completed to provide a medical formula/food and/or to provide foods other than what's usually in the WIC food package for that type of participant.

Medical Formula Form 2

In general, this form should be completed prior to issuing benefits for Food Package III, and an electronic copy imported, or a hard copy scanned, into the participant's folder.

Our agency should have a consistent process and a designated CPA responsible for managing these forms and their approval, and a good practice might be to add a household-level priority

alert informing staff of the approval, whom it's for, what it's for, how long the approval is good for, and why it's being provided.

<Transition Slide>

For example…

<screen description – no audio> Slide transitions to Search page with priority alert.

Priority Alert 1

…as we know, the Priority Alert topic displays in the Show Details header, along with High Risk, and when we open the folder…

Double-click to open it…

<Waiting>

<screen description – no audio> Working…please wait and spin icon display.

Priority Alert 2

…the approval for whom, what, how long, and why is immediately available for review in the Display Alerts modal.

Click the button when ready to continue.

Medical Formula Form 3

The form has a section for the participant's information, Medical Formula if one is being requested, the reasons for the changes to the WIC Food Prescription, and if we click below the scroll bar…

Medical Formula Form 4

…a section for any changes to the WIC Supplemental Foods and the Health Care Provider's information.

The last section can be used by the Local Agency for approval information.

Approvals are good for the length indicated by the health care provider, until the prescription is changed, or a maximum of 6 months.

It must always be re-evaluated after 6 months.

<Transition Slide>

Like contract formula…

<screen description – no audio> Slide transitions to Medical Formula Amounts guide.

Medical Amounts Guide 1

… a Medical Formula Amounts guide is available on the MDH WIC website for reference.

This lists the WIC-allowed special formulas, how it's packaged, the amounts that can be provided by breastfeeding amount and age for infants, amounts for children and women (if applicable), and their reconstituted amount.

<Transition Slide>

To indicate Food Package III…

<screen description – no audio> Slide transitions to Health Information in child's participant folder.

FPIII Toggle 1

…we must toggle on Food Package III on the Health Information page.

A validation will display any time changes are made to Health Information requiring us to update the Verified Date, which must always be today's date.

FPIII Toggle 2

For infants and children, the toggle is found in the Feeding Information section.

<screen description – no audio> Slide transitions to Pregnancy Tab in Health Information.

FPIII Toggle 3

For Pregnant women, in the Current Pregnancy section of the Pregnancy tab...

<screen description – no audio> Slide transitions to Postpartum Tab in Health Information.

FPIII Toggle 4

…and for breastfeeding and non-breastfeeding women, in the Postpartum Information of the Postpartum tab.

All participants with Food Package III are high risk.

Go ahead and minimize the Clinic Actions section then select Risk Factors from the sidebar.

FPIII High Risk 1

<no audio> Go ahead and minimize the Clinic Actions section then select Risk Factors from the sidebar.

FPIII High Risk 2

Usually, participants approved for Food Package III have a high-risk risk factor assigned, but if not and they have been approved for Food Package III formula or food items due to an underlying condition, we should manually toggle on CPA Designated High Risk on the Risk Factor page…

FPIII High Risk 3

…to make them high risk.

We'll be taking a look at infants in this module, and children and women in the next, to see what Food Package III means for each of them.

Transition Slide

Food Package III & Infants

Food Package III & Infants

Food Package 3 and infants

Overview 1

Infants 0-12 months old approved for Food Package III can receive special formula.

If 6 months or older, they can also receive increased amounts of special formula, or contract formula, up to the amount provided to 4-5-month-old infants, in place of the infant fruits and vegetables and infant cereal, as well the Cash-Value Benefit (CVB) for fruits and vegetables at 9 months.

Overview 2

Food Package III is predicated on the infant having a qualifying medical condition, the alternative food items being prescribed by their Health Care Provider, and the appropriate Medical Documentation.

For infants, the Medical Documentation must also specify approval for WIC to provide infant foods.

Transition Slide

Scenario 1

We are helping Hope and Bobby Pinne during a Nutrition Visit.

Hope's Non-breastfeeding cert ended last month, and she is categorically ineligible.

We can see they have a priority alert for Formula Medical Documentation.

Click on Bobby's card to view his details.

Scenario 2

Bobby is a 6-month-old infant who's overdue for his September benefits, is high risk, and due for a midcert in December.

In this module, we'll focus on getting his food prescription ready for issuance.

Double-click on his card to open his participant folder.

<Waiting>

<screen description – no audio> Working…please wait and spin icon display.

Alert 1

The second system alert is informing us that Bobby's special prescription food item has expired.

The User Alert is the Priority Alert, and is letting us know Bobby is approved for Nutramigen through December 2023, why he's approved, that no foods should be issued at 6 months, and that a new formula approval is required at 9 months along with reassessment of foods.

We want to keep this alert, so just click close.

FPIII Verified Date 1

The Food Package III Verified Date must be today's date to be able to issue benefits.

Where do we do that? Click anywhere for a hint.

<no audio> Where do we update the FPIII Verified Date? Click anywhere for a hint.

<audio – hint> Select Health Information from the sidebar.

<Waiting>

<screen description – no audio> Working…please wait and spin icon display.

FPIII Verified Date 2

Click the calendar control icon in the date field.

FPIII Verified Date 3

Since the only date this field can be changed to is the current date, that's all that's available in the calendar.

Go ahead and select it then save our change.

<no audio> Select the 13th then save the change.

FPIII Verified Date 4

<no audio> Select the 13th then save the change.

<Waiting>

<screen description – no audio> Spin icon displays.

Documentation 1

Since we are creating a special prescription, we will be required to enter the doctor's name, and that wasn't included in the Alert.

Go ahead and view the Medical Documentation for this prescription.

Click anywhere for a hint.

<audio – hint> Medical Documentation must be imported or scanned into the Participant Folder. Select Document Imaging from the sidebar.

<Waiting>

<screen description – no audio> Working…please wait and spin icon display.

Document 2

<no audio> View the Medical Documentation for this prescription. Click anywhere for a hint.

<audio – hint> We want to look at the most recent document. Click the 8/1/23 Medical Documentation: Formula row.

Document 3

<no audio> View the Medical Documentation for this prescription. Click anywhere for a hint.

<audio – hint> Click the View Document button.

<Waiting>

<screen description – no audio> Working…please wait and spin icon display.

<Transition Slide>

We'll download the document…

<screen description – no audio> Slide transitions to Medical Documentation form.

Document 4

Click below the scroll bar.

Document 5

Just a reminder, this has private data, and it was downloaded.

OK. Dr. Sawyer Bones.

<Transition Slide>

<screen description – no audio> Slide transitions to Document Imaging page.

Food Prescription 1

Now let's take a look at the Food Prescription.

<no audio> Select Food Prescription from the sidebar.

<Waiting>

<screen description – no audio> Working…please wait and spin icon display.

Food Prescription 2

The system alert indicated the special prescription had expired.

Let's take a look at the 7/31 food package.

<no audio> Expand the 7/31 food package.

Food Prescription 3

To view the approval documented on this page for the food package III formula item, we simply click the row in the grid.

Go ahead and do that.

<no audio> Click the Nutramigen w/LGG row in the grid.

Special Rx Item 1

The Special Prescription Item card is how we document approval for the special formula, allowing us to enter the Start and End Dates and indicate the length of approval.

Verbal Toggle 1

This approval was for only one month, which means benefits could only be issued for this food item between 7/31 and 8/31.

It also has Verbal toggled on.

We can toggle on Verbal to indicate we have talked with the Health Care Provider and obtained approval but have not yet received the required Medical Documentation.

It should only be used if we've determined that delaying formula issuance would place the participant at increased nutritional risk, and its approval is limited to one month.

Add Special Rx 1

Let's add the new Food Prescription.

<no audio> Click the Add Food Prescription button.

Add Special Rx 2

We still use the Add Default button to create a prescription for special formula.

Go ahead and click it.

<no audio> Click the Use Default button.

Add Special Rx 3

This message displays because this food prescription is for an infant who is 6 months old as of the Effective Date and we have Food Package III toggled on, and one of the Food Package III options is to remove the infant foods and increase the amount of formula to the 4-5 month age category limit.

Clicking Yes removes the infant foods and increases the formula.

Clicking No keeps the infant foods and maintains the 6-8-month formula limits.

Add Special Rx 4

If we were in Certification Mode, and the system was creating food prescriptions for each age category, this message would display a second time for the 9-month food package.

Our alert said no foods for the 6-month food package.

Click the correct button.

<audio – hint> Click the Yes button.

Add Special Rx 5

Our maximum is the 4-5 month reconstituted limit and our Formula Type defaults to Special Prescription.

Add Special Rx 6

Since a Food Package III option is to provide increased **contract** formula in lieu of infant foods, we can still select Contract from the dropdown.

Add Special Rx 7

Go ahead and select Nutramigen LGG (powder).

Add Special Rx 8

<no audio> Select Nutramigen LGG (powder).

Add Special Rx 9

The Special Prescription Item card displays.

As its name indicates this only displays when a **special prescription formula** is selected.

It does not display if increasing contract formula in lieu of infant foods.

Add Special Rx 9A

The Start Date defaults to today but can be earlier if appropriate.

The End Date must be greater than the Start Date and the Effective Date, which might apply if we were creating a future food package.

This prescription is good through December.

Click into the End Date field and type 12/31/23.

Add Special Rx 10

<no audio> Click into the End Date field and type 12/31/23.

Add Special Rx 11

Like the dates, the Physician's Name and Reason are required.

Our agency may have a preferred format for typing the doctor's name or not.

Go ahead and click into the field and type (exactly): Sawyer Bones, Dr.

Add Special Rx 12

<no audio> Click into the field and type (exactly): Sawyer Bones, Dr.

Add Special Rx 13

Let's click the Reason(s) dropdown.

Add Special Rx 14

MN WIC has exactly one reason: Medical Documentation.

Go ahead and select it.

<no audio> Select Medical Documentation.

Add Special Rx 15

We don't have to click the OK in the card; for now, it's just an extra click.

Instead, let's just click below the scroll bar and save the entire thing.

Add Special Rx 16

<no audio> Click the Save button.

<Waiting>

<screen description – no audio> Working…please wait and spin icon display.

Edit Special Rx 1

The Special Prescription Item card can be edited on the same date it's created, even if the Start Date is before today, by double-clicking the formula row.

Go ahead and double-click it.

Edit Special Rx 2

Like all other food prescriptions…

<screen description – no audio> Slide transitions to Penny Lofer's Food Prescription page and 7/31/23 Effective Date.

Edit Special Rx 3

…once the Effective Date is in the past, it can no longer be edited or deleted.

<Transition Slide>

<screen description – no audio> Slide transitions to Penny Lofer's 12/16/21 Food Prescription.

Edit Special Rx 4

However, as long as the Effective Date is in the future, everything can be edited.

We'll take a look at Food Package III and children and women in the next training module.

Click the button to continue.

Test Your Knowledge

T/F Q#1

True or False?

We must have a completed Medical Documentation form before issuing benefits for a special prescription.

Answer #1

The answer is False.

We can toggle on Verbal in the Special Prescription Item card to indicate we have talked with the Health Care Provider and obtained approval for the special formula but have not yet received the required Medical Documentation.

However, it should only be used if we've determined that delaying formula issuance would place the participant at increased nutritional risk, and its approval is limited to one month of benefit issuance.

Multiple Choice Q#2 (single answer)

Multiple Choice – which statement is NOT true?

A. Food Package III approvals are good for the length indicated by the Health Care Provider, until the prescription changes, or a maximum of 6 months.

B. Infants, children, and women who are Food Package III must have a documented qualifying reason.

C. The Special Prescription Item card allows us to indicate the length of approval by entering a Start and End Date.

D. Participants who are Food Package III do not have to be high risk since they might not have any high-risk risk factors assigned.

E. One option available to Food Package III infants is to have contract formula increased to the amount of the 4-5 month age category instead of receiving infant foods.

Answer #2

The answer is D.

Participants who are Food Package III are always high risk. If they don't have a high-risk risk factor assigned, we should toggle on CPA Designated High Risk on the Risk Factors page to manually make them high risk.

End

End Slide

Thank you for reviewing this WINNIE online training module presented by the Minnesota Department of Health WIC Program.

If you have any feedback, comments, or questions about the information provided, please submit the WINNIE Questions for the State WIC Office form.

Revisions

July 2025 – corrected play bar (Coolblue); updated Medical Formula Amounts Guide images; corrected clicks missing the pause on a couple of slides; revised Infant/child, pregnant and postpartum Health Information to reflect interface changes (Release 3.4.1).

October 2023 – original draft.

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