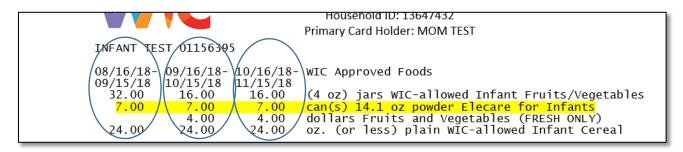


## Pharmacy Guide for Ordering Medical Formula for WIC Participants (eWIC)

1. Participant brings shopping list in to Pharmacy.

	ĬČ		eWIC Shopping List Household ID: 13647432 Primary Card Holder: MOM TEST							
INFANT TES	ST 0115639	5								
	09/16/18 - 10/15/18 - 16.00	10/16/18- 11/15/18 16.00	WIC Approved Foods (4 oz) jars WIC-allowed Infant Fruits/Vegetables							
7.00		7.00								
24.00	4.00 24.00	4.00 24.00	dollars Fruits and Vegetables (FRESH ONLY) oz. (or less) plain WIC-allowed Infant Cereal							
Household Total										
	10/15/18 16.00 7.00		WIC Approved Foods (4 oz) jars WIC-allowed Infant Fruits/Vegetables can(s) 14.1 oz powder Elecare for Infants dollars Fruits and Vegetables (FRESH ONLY) oz. (or less) plain WIC-allowed Infant Cereal							
INFANT TEST This Participant's certification ends on 12/31/2018										
Next Appointment/Nutrition Education Visit:										

2. Pharmacist orders full quantity of formula listed in the column for the applicable month. Guidance is to order only one months' worth of formula at a time. Note that the months are listed in vertical columns. If you will not be able to get the formula in stock and allow time for the participant to pick it up, order the formula for the next month and ask the participant to return to the clinic to get the current month's formula.



- 3. Pharmacist should always start with the APL file to find the exact product UPC for the item that needs to be ordered.
  - a. Always download the current excel version of the APL here: http://www.health.state.mn.us/divs/fh/wic/vendor/fpchng/upc/index.html
  - b. Click on the tab labeled "Medical Formula."
  - c. To find the UPC for the formula in question, hit "Ctrl"+F" to open up a search box. Enter key words for the formula listed on the Shopping List and choose the UPC of the item that matches the description on the Shopping List. [see reverse for example.]

	Clipboard 5	Font 🖓	Alignment	r₂ Number	r Es	
C5	▼ : :	ELECARE FOR INFANTS (14.10Z F	PWD)			
	в	С	D	E	F	G
			Categor	,	Subcategory	
1	UPC_PLU	Item Description	Code	Find and Replace		? ×
2	7613034788214	ALFAMINO INFANT (14.10Z PWD)	31			o In fa
3	070074533292	CALCILO XD (13.20Z PWD)	31	Fin <u>d</u> Replace		
4	070074511450	CYCLINEX-1 (14.10Z PWD)	31	Find what: elecare		~
5	070074535111	ELECARE FOR INFANTS (14.10Z PWD)	31			fants
6	070074662763	ELECARE JUNIOR - BANANA (14.10Z PWD)	31			je 1 &
7	070074662718	ELECATIONIOR - CHOCOLATE (14.10Z PWD)	31			Options >> je 1 &
8	070074552545	ELECT DNIOR - UNFLAVORED (14.10Z PWD)	31			je 1 &
9	070074565866	ELECA UNIOR - VANILLA (14.10Z PWD)	31		Find All	Eind Next Close Je 1 &
10	300870019448	ENFAC (12.8 OZ PWD)	31	Exempt Infant Formula (EXP)	011	can(s) 12.8 oz powder EnfaCare

- 4. If multiple flavors of the formula are available, ask the participant which flavor they would like. If you are unable to get a flavor preference from the participant, vanilla is typically the most common choice.
- 5. Order the full quantity of containers available to the participant.
- 6. Contact the WIC participant when the formula is in stock.
- 7. When the participant returns to pick up the formula, run a balance inquiry and provide the full amount of formula listed on the balance. This may require you to break cases.
- 8. Transact the WIC purchase using the participants' WIC card. No signatures or identification are necessary on WIC transactions. Anyone with the WIC card and the PIN can shop for WIC foods.
- 9. Note that if a pharmacy retail price is higher than the maximum WIC price, the pharmacy will be paid at the maximum price.

If you have questions about how best to serve a WIC participant, call the State WIC Office at 651-201-4404 and ask for someone who can help you provide the correct WIC formula to a participant.