



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

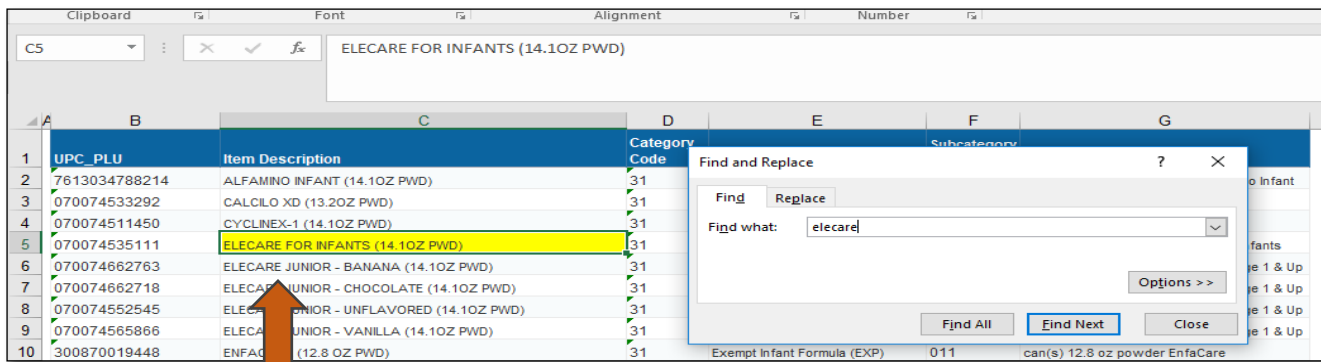
- Participant brings shopping list in to Pharmacy.

MINNESOTA WIC		eWIC Shopping List	
		Household ID: 13647432	
		Primary Card Holder: MOM TEST	
INFANT TEST 01156395			
08/16/18-	09/16/18-	10/16/18-	WIC Approved Foods
09/15/18	10/15/18	11/15/18	
32.00	16.00	16.00	(4 oz) jars WIC-allowed Infant Fruits/Vegetables
7.00	7.00	7.00	can(s) 14.1 oz powder Elecare for Infants
	4.00	4.00	dollars Fruits and Vegetables (FRESH ONLY)
24.00	24.00	24.00	oz. (or less) plain WIC-allowed Infant Cereal
Household Total			
08/16/18-	09/16/18-	10/16/18-	WIC Approved Foods
09/15/18	10/15/18	11/15/18	
32.00	16.00	16.00	(4 oz) jars WIC-allowed Infant Fruits/Vegetables
7.00	7.00	7.00	can(s) 14.1 oz powder Elecare for Infants
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24.00	24.00	24.00	oz. (or less) plain WIC-allowed Infant Cereal
INFANT TEST -- This Participant's certification ends on 12/31/2018			
Next Appointment/Nutrition Education Visit: _____			

- Pharmacist orders full quantity of formula listed in the column for the applicable month. Guidance is to order only one month's 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.

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- Pharmacist should always start with the APL file to find the exact product UPC for the item that needs to be ordered.
 - Always download the current excel version of the APL here: <http://www.health.state.mn.us/divs/fh/wic/vendor/fpchnng/upc/index.html>
 - Click on the tab labeled "Medical Formula."
 - 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.]



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.