



**4 FOOD PACKAGE/FI ISSUANCE**

*Effective: 3/1/98*

**4.33 Catch-up Food Instrument Issuance**

*Revised: 8/01/09*

**Changes in Bold and ~~strikethrough~~**

**POLICY:** Catch-up food instrument (FI) issuance is used at the **BEGINNING** of each certification period, as needed.

**BACKGROUND:** A participant must be given (or already have available from a previous certification) food benefits (except fully breastfed infants) on the day they were first determined eligible, e.g., **each** certification. For future pick-ups, ROSIE uses the assigned “first-date-to-use” (FDU) so the same calendar day will print on the food instrument (FIs), (e.g. the 10<sup>th</sup> of each month). Participants are also assigned a “pick-up day” to indicate what day of the month to come to the clinic to pick up FIs, (e.g. second Thursday). These days will likely be different from each other. Catch-up issuance is used at the beginning of **each** certification period, as needed, typically for a pregnant woman or new baby joining the WIC family, **or when a participant is recertified late**, or if the assigned pick-up day needs to be significantly different from the initial certification.

**PROCEDURE:**

**A. CIRCUMSTANCES**

1. A pregnant woman or new baby is enrolled and receives FIs at the beginning of the month; the rest of the family (or the preferred clinic) has an assigned first-date-to-use (FDU) later in the month.
2. A pregnant woman or new baby is enrolled at the end of the month; the rest of the family (or the preferred clinic) has an assigned FDU at the beginning of the next month.
3. An individual is reactivated from the waiting list and the rest of the family (or the preferred clinic) has an assigned FDU significantly different from the first package issued.
4. A participant is recertified more than 7 days later than the expiration date of their previous certification period.

**B. TAILORING FOOD PACKAGES.** Food benefits must be issued at the **first** certification appointment (if determined fully eligible), and the food package will be tailored by ~~the CPA~~ **ROSIE** to provide benefits for the period until the next pick-up day. Packages will also be tailored if the participant’s recertification appointment is significantly later than the previous certification period expiration.



1. The next first-date-to-use (FDU) is scheduled within 1 to 7 days. Issue a full package as the first package of the certification period using the certification date as the FDU. The next package would be dated for approximately five weeks from then using the assigned FDU. **For example**, the certification date for the new baby is February 1<sup>st</sup>, and the rest of the family's next FDU is February 6<sup>th</sup>. Issue the baby a full package dated February 1<sup>st</sup>, and subsequent package(s) with the family's first date to use of the 6<sup>th</sup> for March and April. If the other family members have not yet received February FIs, they may also be issued on the 1<sup>st</sup> with the assigned FDU of the 6<sup>th</sup>. Another example, the new baby is certified January 31<sup>st</sup> and the family's next FDU is February 6<sup>th</sup>, issue the baby a full package dated January 31<sup>st</sup> and the next full package would be dated for March 6<sup>th</sup>. The baby would be counted as a participant for January but not February.
2. The next FDU is between 8 and 21 days. **ROSIE will create** a partial package at certification using the certification date as the FDU and a full package for each month until the next pick-up with the assigned FDU.
  - a) **Mostly breastfed infants: the certification of a new breastfed baby is February 1<sup>st</sup> and the CPA assigns the Mostly Breastfeeding food package of one can of formula; the family's next FDU is February 15<sup>th</sup>. Because a maximum of one can of formula may be prescribed in the breastfed infant's first month, an additional food package cannot be issued on February 15<sup>th</sup>. Additional formula may be issued once the infant turns one month old.**
  - b) **Women, children, fully formula fed infants: issue a partial package** dated February 1<sup>st</sup>, and up to two full packages dated February 15<sup>th</sup> and March 15<sup>th</sup>. If the other family members have not received February FIs, they may also be issued on the 1<sup>st</sup> (still dated for the 15<sup>th</sup>).
  - c) **Participants late for recertification: the certification expiration date is February 1<sup>st</sup>. The recertification takes place on February 15<sup>th</sup>. The next FDU is March 3<sup>rd</sup>. Issue a partial package at the recertification appointment with the February 15<sup>th</sup> FDU, and full packages starting March 3<sup>rd</sup>. The participant is not entitled to benefits from February 1<sup>st</sup> through the 14<sup>th</sup>, as that period is not within a valid certification.**
3. The next FDU is more than 21 days from the certification appointment. Issue a full package as the first package of the certification period using the certification date as the FDU, and the next (second) package would be dated for the assigned FDU, three plus weeks from then. For example, the certification for the new baby is February 1<sup>st</sup>, and the family's next first date to use is February 24<sup>th</sup>.



- a) **Mostly breastfed infant: a maximum of one can of formula may be issued on February 1<sup>st</sup> (with CPA assessment) and additional formula may be issued once the infant turns one month old (also with CPA assessment). If the infant is not one month old on February 24<sup>th</sup>, additional formula may not be issued for the Mostly Breastfed infant.**
- b) **Women, children, fully formula fed infants:** issue a full package dated February 1<sup>st</sup>, and another full package for February 24<sup>th</sup> first date to use. In this case, the baby will be counted only once for the month of February, even though he/she received two packages.

**C. PARTICIPATION COUNT AFFECTED by catch-up issuance.**

A monthly participant count is based on the first-date-to-use on the FI, not necessarily the month for which the benefits were issued. For example:

1. The participant is enrolled at the end of January and given a pickup day early in February (within 7 days). The participant is issued a catch-up package at certification in January. Although these are considered February benefits, the package will be counted in the January count because the first-date-to-use is a January date (the date of certification). It will not be included in the February count. See #1 above.
2. The participant is enrolled at the beginning of January and assigned a regular first-date-to-use 21 days or later in January. The participant would be issued two full packages in January but would be counted only one time in the participation count for January. See #3 above.

**D. NUMBER OF PACKAGES**

1. No more than a three (3) month supply of food instruments may be issued at one time, i.e. you cannot issue a catch-up package and the trimonthly issuances at one time (even if ROSIE will allow it). Catch-up issuance may have to occur at the initial certification and the participant return for the three full monthly packages.
2. ROSIE will allow FIs to be printed, if the first-date-to-use is before the certification expiration date. Refer to Policy 4.30 Food Instrument Issuance-Overview and Timeframes.