

Instructions for the Texas Medical Request Form for Formula/Food-Side 2 (FOR WOMEN AND CHILDREN)

- 1) Required Patient Information
 - a. Print or type your patient's first and last name, date of birth (DOB) and phone number.
 - b. Include the parent or caregiver's name if the request is for a child.
- 2) Name of Formula
 - a. Print or type the name of the formula.
 - b. Provide a qualifying condition (medical reason the formula is needed) or diagnosis.
 - c. For length of issuance – check the 3 or 6 month box or provide a different length of time under "other."
 - d. Maximum amounts of formula are automatically provided unless a specific amount per day is indicated in the blank provided.
 - e. The maximum amount of formula allowed for a woman or child is no more than 910 ounces per month (or approximately 29 ounces per day) based on reconstituted amounts.
- 3) WIC Supplemental Food (For children from 12 months up to the month of the fifth birthday, and for women.)
 - a. The maximum amount of all supplemental foods will be provided.
 - b. Appropriate WIC nutrition staff may determine which foods may be issued unless the healthcare provider marks to omit specific ones. Foods marked to omit will not be issued to your patient.
 - c. A space is available to mark if "formula only" is desired due to the patient's inability to eat solid foods.
 - d. A space is available to allow the HCP to request baby food due to inability to eat table food.
- 4) Health-Care Provider Information
 - a. Signature or stamp of the health-care provider is required along with contact information (phone, fax and medical office/clinic or practice name).
 - b. Note: Formula cannot be approved if the HCP contact information is missing.
 - c. If your patient brings a copy of the form to you it may have the clinic name, phone and fax printed on it for your convenience.
 - d. The patient may return the hard copy to the WIC clinic or it can be faxed if that number has been provided.
- 5) Additional Information
 - a. WIC clinic staff may call or fax your office if there is missing information or to clarify your request. Sometimes, a formula cannot be approved or is not available through Texas WIC. If so, clinic staff will call to discuss other options for your patient.
 - b. WIC formula is purchased at retail stores. Some specialty items are only available through a pharmacy, specialized WIC store, or drop ship company. It may take several days to a week for these formulas to be ordered and received.



Visit our website at [Texas WIC .org](http://TexasWIC.org)

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