

formula that is expired, opened or that is visibly dented or damaged should be discarded and **must not** be distributed to community emergency food programs.

3. Local Agency staff must store returned formula in a secure location that is out of view to WIC participants and ensure that the formula is protected from spoilage, infestation, damage or other conditions that may damage the wholesomeness or degrade the nutritional value or safety of the formula.
4. Local Agency staff must document each time formula is accepted for donation from a participant (see **Policy 3.06 Voiding eWIC Benefits**) and each time formula is donated to a community emergency food program (see **Attachment #1**).

C. WIC formulas not appropriate for donation

1. Formulas not specifically named and included in **Section B. 1.** are not appropriate for donation. These formulas should be discarded and **must not** be distributed to community emergency food programs.
2. Staff must document each time formula is discarded (see **Attachment #2**).

ATTACHMENTS:

1. Formula Donation Tracking Form
2. Formula Disposal Tracking Form

REFERENCES:

1. West Virginia Code 55-7D-1 Good Samaritan Food Donation Act
2. WIC Regulations 246.12