



**Trainee Edition**

Arizona WIC Training

# **Introduction to Formula Guidebook**



ARIZONA DEPARTMENT  
OF HEALTH SERVICES

## Contents

What Will You Learn?.....	3
Items Needed for This Course.....	3
Recommended Time .....	3
Things to Remember .....	3
Introduction to Formula Course Instructions .....	4
Module 1: Formula Basics .....	4
Module 1: Activity 1.....	5
Module 1: Activity 2.....	6
Module 1: Activity 3.....	7
Module 2: Issuing Formula .....	8
Module 2: Activity 1.....	8
Module 2: Activity 2.....	9

## What Will You Learn?

The Introduction to Formula LMS course and this associated guidebook are designed to provide you with basic information regarding infant formula. After completing the Introduction to Formula LMS course and this associated guidebook, you will be able to:

- Describe to caregivers how to select, prepare, provide, and store the different forms of formula (powder, concentrate, ready to feed).
- Describe the differences between the seven contract formulas offered by the Arizona WIC Program.
- Use the Formula Color Chart, the WIC Formulary, and Formula Tailoring Chart.
- Process completed Formula and Food Request Forms (FFRs) and describe when FFRs are required.
- Accurately tailor formula to meet participant needs.
- Issue contract formulas in HANDS.
- Issue special formulas in the absence of an RDN or State Approved Nutritionist.
- Describe when it's required to issue liquid formulas to WIC participants.

## Items Needed for This Course

- Pen or pencil
- Local Agency Referral List
- Access to the Introduction to Formula course on [azwic.gov](https://azwic.gov)

## Recommended Time

- Approximate time it takes to complete the LMS course: 1 hour
- Approximate time it takes to complete the face-to-face activities and discussion with your trainer: 1 hour

## Things to Remember

- The guidebook is yours to keep.
- You are encouraged to take notes, highlight, and write in the guidebook.
- As your trainer chooses, you may work in a group or as an individual.
- You are encouraged to ask your trainer(s) for help, ask questions about the information in the course, or ask any questions about additional topics related to the Introduction to Formula course.

## Introduction to Formula Course Instructions

Please complete the steps in the following order:

1. Log onto [Train Arizona](#)
2. Search for, launch, and complete the Introduction to Formula LMS course.
3. Complete the Introduction to Formula Guidebook Activities, either individually, with other trainee(s), or with your trainer.
4. Meet with your trainer to discuss each module and the activities.

## Module 1: Formula Basics

Module 1 Competencies:

1. Trainees will be familiar with the preparation and storage recommendations for the different forms of formula (powder, concentrate, ready to feed).
2. Trainees will be familiar with the different “colors” of formula listed on the formula color chart.
3. Trainees will be familiar with the requirement for contract formulas to be issued unless there is a specific medical reason to issue a special or non-contract formula.
4. Trainees will be familiar with the common modifications that manufacturers make to infant formulas (e.g., “reduced lactose” and “partially hydrolyzed”).

## Module 1: Activity 1

Directions:

Complete the table below by describing what you would say to a caregiver regarding how to prepare and store powder, concentrate, and ready-to-feed formula.

<b>Form of Formula</b>	<b>Description of Preparation</b>	<b>Description of Storage</b>
Powder		
Concentrate		
Ready to Feed		

## Module 1: Activity 2

Directions:

Complete the table below by describing, in your own words, what each color/shape (i.e., type of formula) on the formula color chart shows about when it can be issued.

<b>Formula Color and Icon Shape</b>	<b>Formula Issuance Conditions</b>
Green and Square Icon	
Red and Heart Icon	
Orange and Circle Icon	
Purple and Diamond Icon	

## Module 1: Activity 3

Directions:

Answer the following questions.

1. Describe why it is required that contract formulas be issued to WIC participants unless there is a specific medical diagnosis requiring the approval/issuance of a special or non-contract formula.
2. Describe why some formulas are "lactose reduced."
3. Describe why some formulas contain partially hydrolyzed protein?

## Module 2: Issuing Formula

### Module 2 Competencies:

1. Trainees will be able to use the formula tailoring chart to correctly assign formula for IPN and IPN+ categories.
2. Trainees will be able to use the formula tailoring chart to correctly tailor the amount of formula issued to participants.
3. Trainees will be able to describe why it is important to appropriately tailor infant formula.
4. Trainees will be familiar with the circumstances for which the issuance of liquid formula is required.
5. Trainees will be familiar with the circumstances in which medical documentation is required for contract formulas.

### Module 2: Activity 1

#### Directions:

Use the formula tailoring chart to complete the table below by determining which category (IPN or IPN+) should be assigned.

<b>Formula Name</b>	<b>Formula Form</b>	<b>Container Yield</b>	<b>Formula Amount per Day</b>	<b>Age of Infant</b>	<b>Category to Assign (IPN or IPN+)</b>
Similac Advance	Powder	90 oz	11 oz	4 months	
Similac Sensitive	Powder	90 oz	14 oz	5 months	
Similac Alimentum	Powder	87 oz	16 oz	3 months	
Enfamil Nutramigen	Powder	87 oz	4 oz	2 weeks	
Enfamil Enfacare	Ready to Feed	2 oz	11 oz	6 months	

## Module 2: Activity 2

Directions:

Answer the following questions.

1. In your own words, describe why it is important to appropriately tailor infant formula food packages to meet their needs?
2. Under what circumstances is the issuance of liquid formula required?
3. Under what circumstances is medical documentation required for contract formulas?