



MEMORANDUM

24-019

To: WIC Regional Directors
WIC Local Agency Directors

From: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Texas WIC

Date: March 22, 2024

Subject: **New Electronic Fillable Forms for Returned and Donated Formula**

This memo covers guidance on new electronic forms for returned and donated formula.

New Electronic Fillable Forms for Returned and Donated Formula Policy FD:19.0 requires signed documentation of returned and donated formula. Updated forms are now available electronically, including:

- [Returned Formula Log Form](#): for documenting all returned formula.
- [WIC Formula Donation Form](#): for documenting formula donated to a non-profit organization.

These forms have fillable boxes and electronic signature lines for WIC staff to document formula returns and donations digitally.

The electronic fillable forms are available for download or printing in the [Texas WIC Catalog](#). Local agencies may choose to keep each form electronically or on paper but should have only one set of records per clinic. A Local Agency (LA) may also create their own form(s) as long as the form(s) contain all requirements outlined in policy FD:19.0.

LA staff should file these forms in a designated location within the clinic. If using the electronic forms, they must be kept in a location that can be accessed and updated in real-time by all WIC staff that manage returned formula at the clinic.

Memorandum for the Executive Commissioner
March 22, 2024
Page 2

Examples include a single shared device or a shared platform that allows edits (e.g., Microsoft SharePoint).

The current recorded training on [FD:19.0 Managing Returned Formula](#) is available in the Learning Management System (LMS) for staff to reference as needed.

For any questions or concerns, please contact the State Formula Team:
FormulaTeam@hhs.texas.gov.