

Add Formula After Issuance: Paper-based Clinics

After Food Instruments (FIs) have been issued and one or more FIs have been **redeemed** for the current month, the **Exchange/Increase Formula** quick link and screen allows users to add a new formula or WIC Eligible Nutritionals (WEN) for the current month. **This feature will not be available on the same day the original food prescription is created, but can be used on the next day.**

Scenario #1: Issuing Formula to a Fully Breastfed Infant

A dyad-linked mother whose Breastfeeding Status is Fully Breastfeeding received and used one or more food instruments during the current issuance month. Formula can be issued during the same issuance month to her infant whose Breastfeeding Status is Fully Breastfed.

Step 1: CPA updates Breastfeeding Information on the **Health Information** screen to include information on supplementation.

Step 2: CPA updates Infant's Food Prescription on the **Prescribe Food** screen. In this example, the infant's Breastfeeding Status has been changed to Fully Formula Fed. It could have been changed to Partially Breastfed \leq MMA or Partially Breastfed $>$ MMA.

| Food Prescription | | | | | |
|--|--------------|--------------|----------------------|---------------------|--------------------|
| 11/14/2017 0 Months 11/15/2017 0 Months 12/1/2017 1 to 3 Months 3/1/2018 4 to 5 Months 5/1/2018 6 to 11 Months | | | | | |
| Food Prescription Date | WIC Category | Age Category | Breastfeeding Status | Family Issuance Day | Issuance Frequency |
| 11/15/2017 | Infant | 0 Months | Fully Formula Fed | 14 | 3 Month(s) |

| Food Prescription Items | | | | | Total Items: 1 |
|-------------------------|--------------------------------|----------|-----------------------|-------|----------------|
| Category | Subcategory | Quantity | Category Max Quantity | UOM | |
| Infant Formula (IF) | Similac Advance Powder 12.4 oz | 806 | 806 | Ounce | |

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Step 3: CPA updates Woman's Food Prescription. In this example, Breastfeeding Status is now Fully Formula Fed.

▼ Food Prescription
?

11/14/2017
11/15/2017

Food Prescription Date
11/15/2017
WIC Category
Breastfeeding
Breastfeeding Status
Fully Formula Fed
Family Issuance Day
14
Issuance Frequency
3 Month(s)

▼ Food Prescription Items
Total Items: 6

| | Category | Subcategory | Quantity | Category Max Quantity | UOM |
|--|-----------------------|--|----------|-----------------------|------------|
| | Eggs | Eggs Grade A Large White | 1 | 1 | Dozen |
| | Breakfast Cereal | Breakfast Cereal | 36 | 36 | Ounces |
| | Legumes | Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr | 1 | 1 | Containers |
| | Fruit & Vegetable CVB | Fruit and Vegetables | \$11.00 | \$11.00 | \$\$\$ |
| | Juice - 48 oz | Juice 48oz fl/12oz Conc | 2 | 2 | Containers |
| | Milk - Fat Reduced | Skim/Non Fat or 1% Milk | 4 | 4 | Gallons |

Step 4: Support Staff:

- Selects the participant's icon in the Family Carousel and then clicks on the **Exchange/Increase Formula** quick link.
- Leaves the **Select the Formula Being Returned** fields blank. These fields are disabled (greyed out) and Food Category and Food Subcategory will auto-populate AFTER the Replacement Formula is selected.
- Leaves the **Enter Returned Food Instrument(s)** blank (the participant is not returning FIs).
- Completes the **Select the Replacement Formula** container, which includes the: **Food Category** and **Food Subcategory** dropdowns. In this scenario, "Replacement Formula" refers to the formula being added.
- Cans Originally Issued, Total Returned Cans, RFO Newly Prescribed, Cans Newly Prescribed, Cans After Proration, Total Cans, Maximum Prescribed RFO and Total RFO auto-populates.
- **Total Replaced Cans** auto-populates with the number of cans to be issued.

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This screenshot displays the Formula Being Returned Food Category and Food Subcategory **auto-populated** with the new formula, the Replacement Formula selected, RFO Newly Prescribed, Cans Newly Prescribed, Cans After Proration, Total Cans, Maximum Prescribed RFO, Total RFO and Total Replaced Cans. The Formula Being Returned information is auto-populated **AFTER** the user enters the Replacement Formula Food Category and Subcategory.

Penguin Family
Family ID: F00200003958
125 Iceberg Lane
STONY POINT, NC 28678

Paul Penguin
Participant ID: 960087010L
Age: 14 days
WIC Category: Infant

Select the Formula Being Returned

| Food Category | Food Subcategory | Quantity | Quantity from EBT Account |
|---------------------|-------------------------------|----------|---------------------------|
| Infant Formula (IF) | Simlac Advance Powder 12.4 oz | | |

Quantity: Cans Quantity from EBT Account: Cans

Enter Returned Food Instrument(s)

Serial # [] [Add] [Clear]

| Serial # | Subcategory | Quantity |
|----------|-------------|----------|
|----------|-------------|----------|

Total Items: 0

Current Month EBT Benefit Balance

| Food Category | Subcategory | Quantity | UoM |
|---------------|-------------|----------|-----|
|---------------|-------------|----------|-----|

Total Items: 0

RFO Newly Prescribed: 806.00 Cans Originally Issued: 0 Total Returned Cans: 0
Cans Newly Prescribed: 9 Cans After Proration: 9
Total Cans: 9
Maximum Prescribed RFO: 806 Total RFO: 806

Select the Replacement Formula

| Food Category | Food Subcategory | Total Replaced Cans |
|---------------------|-------------------------------|---------------------|
| Infant Formula (IF) | Simlac Advance Powder 12.4 oz | 9 |

Complete

Formula Wizard Save Cancel

Step 5: Once the Support Staff selects **Save**, the user is given the option to use the Formula Wizard if product is in inventory. If product is not in inventory, the FIs with the added formula will automatically print. Support Staff obtains signature for new benefits.

Step 6: Support Staff returns to **Food Instrument List** and voids and reissues future months' benefits for the entire family.

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Scenario #2: Issuing Newly-Prescribed WEN to a Woman or Child

A woman or child has already received and used one or more food instruments for the current issuance month. Newly-prescribed WIC Eligible Nutritionals (WEN) can be issued during the same issuance month. In this example, WEN is added to a pregnant woman's food package. Follow the same steps if adding WEN to a child's food package.

Step 1: CPA adds WEN to the pregnant woman's food package and completes Medical Documentation screen.

Rabbit Family
 Family ID: F00200003961
 521 Easter Lane
 STONY POINT, NC 28678


 Roberta

Roberta Rabbit
 Participant ID: 960087017T
 Age: 22 years and 5 months
 WIC Category: Pregnant

Food Prescription

11/14/2017 P 11/15/2017 P

Food Prescription Date
11/15/2017

WIC Category
Pregnant

Family Issuance Day
14

Issuance Frequency
3 Month(s)

Food Prescription Items Total Items: 8

| | Category | Subcategory | Quantity | Category Max Quantity | UOM |
|---|---------------------------------|--|----------|-----------------------|------------|
| | Eggs | Eggs Grade A Large White | 1 | 1 | Dozen |
| | Breakfast Cereal | Breakfast Cereal | 36 | 36 | Ounces |
| | Legumes | Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr | 2 | 2 | Containers |
| | Bread/Whole Grains | WW Bread or Whole Grains | 16 | 16 | Ounces |
| | Fruit & Vegetable CVB | Fruit and Vegetables | \$11.00 | \$11.00 | \$\$\$ |
| | Juice - 48 oz | Juice 48oz fl/12oz Conc | 3 | 3 | Containers |
| | Milk - Fat Reduced | Skim/Non Fat or 1% Milk | 5.50 | 5.50 | Gallons |
| ✗ | WIC Eligible Nutritionals (WEN) | Boost RTF 8 oz | 904 | 904 | Ounces |

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Step 2: Support Staff:

- Selects the participant's icon in the Family Carousel and then clicks on the **Exchange/Increase Formula** quick link.
- Leaves the **Select the Formula Being Returned** fields blank. These fields are disabled (greyed out) and Food Category and Food Subcategory will auto-populate AFTER the Replacement Formula is selected.
- Leaves the **Enter Returned Food Instrument(s)** blank (the participant is not returning FIs).
- Completes the **Select the Replacement Formula** container, which includes the: **Food Category** and **Food Subcategory** dropdowns. In this scenario, "Replacement Formula" refers to the formula being added.
- Cans Originally Issued, Total Returned Cans, RFO Newly Prescribed, Cans Newly Prescribed, Cans After Proration, Total Cans, and Total RFO auto-populates. **Total Replaced Cans** auto-populates with the number of cans to be issued.

Rabbit Family
Family ID: F0020003961
521 Easter Lane
STONEY POINT, NC 28678

Roberta Rabbit
Participant ID: 9600870177
Age: 22 years and 5 months
WIC Category: Pregnant

Select the Formula Being Returned

| Food Category | Food Subcategory | Quantity | Quantity from EBT Account |
|---------------------------------|------------------|----------|---------------------------|
| WIC Eligible Nutritionals (WEN) | Boost RTP 8 oz | Cans | Cans |

Enter Returned Food Instrument(s)

| Serial # |
|----------|
|----------|

Returned Food Instruments

| Serial # | Subcategory | Quantity |
|----------|-------------|----------|
|----------|-------------|----------|

Current Month EBT Benefit Balance

| Food Category | Subcategory | Quantity | UoM |
|---------------|-------------|----------|-----|
|---------------|-------------|----------|-----|

Select the Replacement Formula

| Food Category | Food Subcategory | Total Replaced Cans |
|---------------------------------|------------------|---------------------|
| WIC Eligible Nutritionals (WEN) | Boost RTP 8 oz | 11.3 |

Cans Originally Issued: 0 Total Returned Cans: 0
RFO Newly Prescribed: 904.00 Cans Newly Prescribed: 113 Cans After Proration: 113
Total Cans: 113
Total RFO: 904.00

Formula Wizard Save Cancel

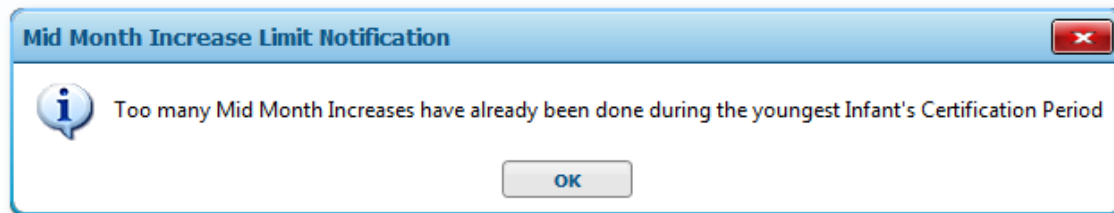
Step 3: Once the Support Staff selects **Save**, the user is given the option to use the Formula Wizard if product is in inventory. If product is not in inventory, the FIs with the added WEN will automatically print. Support Staff obtains signature for new benefits.

Step 4: Support Staff returns to **Food Instrument List** and voids and reissues future months' benefits for entire family.

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Additional Information Related to Exchange/Increase Formula:

1) There is a **limit of two dyad mismatches** between the infant and the mother per certification period. For example, a fully breastfeeding woman with redeemed food instruments for the current month comes into clinic to receive infant formula for the current month. The woman's Breastfeeding Status changes to Partially Breastfeeding \leq MMA at that time. Two months later, the same Partially Breastfeeding \leq MMA woman with redeemed food instruments for the current month comes into clinic to receive more infant formula for the current month. The woman's Breastfeeding Status changes to Partially Breastfeeding $>$ MMA at that time. This is the 2nd time within the certification period that there is a mismatched dyad. If the woman comes in a third time to get increased formula for her infant and there is a mismatched dyad, the system will not allow the user to issue the increase. The following message will appear:



NOTE: In this message, "youngest infant" refers to the infant(s) that are dyad-linked to mom.

2) For women and children, there is **no limit** to the number of times WIC Eligible Nutritionals (WEN) can be exchanged or increased, up to the category maximum.