

Increase 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 increase the amount of formula or WIC Eligible Nutritionals (WEN) provided to a participant 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 Additional Formula to an Infant Partially Breastfed \leq MMA

A dyad-linked mother with a Breastfeeding Status of Partially Breastfeeding \leq MMA received and used one or more food instruments during the current issuance month. Additional formula up to category max quantity can be issued during the same issuance month to her infant whose Breastfeeding Status is Partially Breastfed \leq MMA.

Step 1: CPA updates Breastfeeding Information on the **Health Information** screen.

Step 2: CPA prescribes additional infant formula on the **Prescribe Food** screen. In this example, formula increases from 200 ounces to 325 ounces. This changes the Breastfeeding Status of the infant from Partially Breastfed \leq MMA to Partially Breastfed $>$ MMA.

The screenshot displays the 'Food Prescription' interface. At the top, a date navigation bar shows three dates: 11/28/2016 (6 to 11 Months), 11/29/2016 (6 to 11 Months), and 5/6/2017 (12 to 23 Months). The date 11/29/2016 is highlighted with a black box. Below this, a summary row shows: Food Prescription Date: 11/29/2016; WIC Category: Infant; Age Category: 6 to 11 Months; Breastfeeding Status: Partially Breastfed > MMA; Family Issuance Day: 28; Issuance Frequency: 1 Month(s). Below the summary is a table titled 'Food Prescription Items' with 3 total items. The table has columns for Category, Subcategory, Quantity, Category Max Quantity, and UOM. The 'Infant Formula (IF)' row is highlighted, with its quantity '325' circled in black. The Category Max Quantity for this item is 624.

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Cereal	Infant Cereal Plain, Dry	24	24	Ounces
Infant Fruits and Vegetables	Infant Fruits & Vegetables	128	128	Ounces
Infant Formula (IF)	ABC milk-based powder 14 oz	325	624	Ounces

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Step 3: CPA updates Woman's Food Prescription. Breastfeeding Status is now Partially Breastfeeding > MMA for future months' issuance.

▼ Food Prescription

11/28/2016 11/29/2016
B B

Food Prescription Date 11/29/2016	WIC Category Breastfeeding	Breastfeeding Status Partially Breastfed > MMA	Family Issuance Day 28	Issuance Frequency 1 Month(s)
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▼ Food Prescription Items
Total Items: 6

	Category	Subcategory	Quantity	Category Max Quantity	UOM
	Eggs	Grade "A" Large White Eggs	1	1	Dozen
	Cereal (Adult)	Breakfast Cereal	36	36	Ounces
	Legumes	Peanut Butter 16 - 18 oz	1	1	Containers
	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Voucher	\$11.00	\$11.00	\$\$\$
	Juice - 48 oz	Juice 48 oz. or 11.5 - 12 oz. Concentrate	2	2	Containers
	Milk Low Fat/fat free	Skim 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.
- Completes the **Select the Formula Being Returned** Food Category and Food Subcategory even though the participant is not returning any cans of formula or FIs. In this scenario, "Formula Being Returned" refers to the formula being increased.
- **Enter Returned FIs** remains blank (the participant is not returning FIs).
- Completes the **Select the Replacement Formula** container, which includes the: **Food Category** and **Food Subcategory** dropdowns. Since the participant is receiving an increased amount of formula, "Replacement Formula" refers to the type of formula being increased.
- 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.

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Exchange or Increase Formula

Select the Formula Being Returned

Food Category: Infant Formula (IF) Food Subcategory: ABC milk-based powder 14 oz **Complete**

Enter Returned Food Instrument(s)

Serial #

Serial #	Subcategory	Quantity
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Total Items: 0

Cans Originally Issued: 3 Total Returned Cans: 0
RFO Newly Prescribed: 55.00 Cans Newly Prescribed: 1 Cans After Proration: 1
Total Cans: 1
Total RFO: 90.00

Select the Replacement Formula

Food Category: Infant Formula (IF) Food Subcategory: ABC milk-based powder 14 oz **Complete**

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 increased 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 Additional Formula to an Infant Partially Breastfed > MMA

A dyad-linked mother with Breastfeeding Status Partially Breastfeeding > MMA received and used one or more food instruments during the current issuance month. Additional formula up to category max quantity can be issued during the same issuance month to her infant whose Breastfeeding Status is Partially Breastfed > MMA.

Step 1: CPA updates Breastfeeding Information on the **Health Information** screen.

Step 2: CPA prescribes additional infant formula on the **Prescribe Food** screen. In this example, formula increases from 600 ounces to 806 ounces. This changes the Breastfeeding Status of the infant from Partially Breastfed > MMA to Fully Formula Fed.

The screenshot shows the 'Food Prescription' interface. At the top, there is a navigation bar with dates: 11/28/2016 (1 to 3 Months), 11/29/2016 (1 to 3 Months), 2/1/2017 (4 to 5 Months), 4/1/2017 (6 to 11 Months), and 10/1/2017 (12 to 23 Mo). Below this, the 'Food Prescription Date' is 11/29/2016. The 'WIC Category' is Infant, 'Age Category' is 1 to 3 Months, and 'Breastfeeding Status' is Fully Formula Fed. The 'Family Issuance Day' is 28 and 'Issuance Frequency' is 1 Month(s). Below the summary, the 'Food Prescription Items' table shows one item: 'Infant Formula (IF)' with a quantity of 806 and a category max quantity of 806. The unit of measure (UOM) is Ounces.

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Formula (IF)	ABC milk-based powder 14 oz	806	806	Ounces

Step 3: CPA updates Woman's Food Prescription. Breastfeeding Status is now Fully Formula Fed for future months' issuance.

The screenshot shows the 'Food Prescription' interface for a woman. The 'Food Prescription Date' is 11/29/2016. The 'WIC Category' is Breastfeeding, 'Age Category' is 1 to 3 Months, and 'Breastfeeding Status' is Fully Formula Fed. The 'Family Issuance Day' is 28 and 'Issuance Frequency' is 1 Month(s). Below the summary, the 'Food Prescription Items' table shows six items: Eggs, Cereal (Adult), Legumes, Fruit & Vegetables Cash Value, Juice - 48 oz, and Milk Low Fat/fat free.

Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Grade "A" Large White Eggs	1	1	Dozen
Cereal (Adult)	Breakfast Cereal	36	36	Ounces
Legumes	Peanut Butter 16 - 18 oz	1	1	Containers
Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Voucher	\$11.00	\$11.00	\$\$\$
Juice - 48 oz	Juice 48 oz. or 11.5 - 12 oz. Concentrate	2	2	Containers
Milk Low Fat/fat free	Skim or 1% Milk	4	4	Gallons

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Step 4: Support Staff:

- Selects the participant's icon in the Family Carousel and then clicks on the **Exchange/Increase Formula** quick link.
- Completes the **Select the Formula Being Returned** Food Category and Food Subcategory even though the participant is not returning any cans of formula or FIs. In this scenario, "Formula Being Returned" refers to the formula being increased.
- Leaves the **Enter Returned Food Instruments** blank (the participant is not returning FIs).
- Completes the **Select the Replacement Formula** container, which includes the: **Food Category** and **Food Subcategory** dropdowns. Since the participant is receiving an increased amount of formula, "Replacement Formula" refers to the type of formula being increased.
- 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.

Exchange or Increase Formula

Select the Formula Being Returned

Food Category: Infant Formula (IF) Food Subcategory: ABC milk-based powder 14 oz **Complete**

Enter Returned Food Instrument(s)

Serial # [] Add Clear

Serial #	Subcategory	Quantity
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Total Items: 0

Cans Originally Issued: 7 Total Returned Cans: 0
RFO Newly Prescribed: 206.00 Cans Newly Prescribed: 3 Cans After Proration: 3
Total Cans: 3
Total RFO: 270.00

Select the Replacement Formula

Food Category: Infant Formula (IF) Food Subcategory: ABC milk-based powder 14 oz **Complete**

Formula Wizard Save Cancel

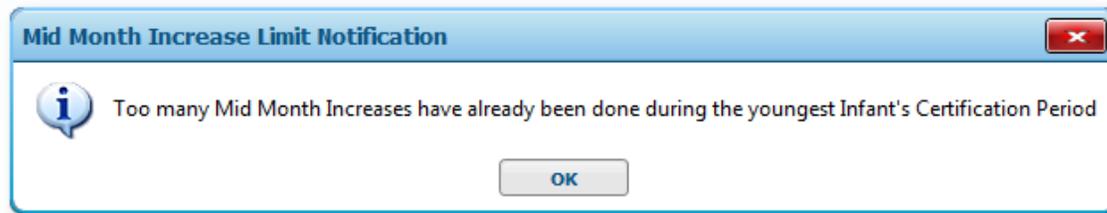
Step 5: Once the Support Staff selects **Save**, the user is given the option to use the Formula Wizard (if product is in inventory) OR the FIs with the increased formula will automatically print. Support Staff obtains signature for new benefits.

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

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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.