

# Increase or Add Formula After Issuance

After Food Instruments (FIs) have been received and one or more FIs have been redeemed for the current month, the **Exchange/Increase Formula** quick link and screen will allow the user to issue an increased amount of formula or WIC-eligible medical foods (WEMF) or add formula or WEMF for the current month. This will be used for fully breastfeeding women requesting formula for their dyad-linked infant, partially breastfeeding women requesting additional formula for their dyad-linked infant, and women and children with medical documentation to add WEMF. This functionality is not available on the same day the original food prescription is created, but can be used the next day. Proration applies if the maximum quantity is prescribed.

## 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 now 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.

The screenshot shows a web-based form titled "Breastfeeding Information" for a user named "Princeton T. Price". The form is organized into several sections:

- Data Collection Date:** A date picker set to 4/8/2015.
- Breastfeeding Frequency:** A dropdown menu.
- Complications:** A large empty text area.
- Are you breastfeeding?:** Radio buttons for Yes (selected) and No.
- Ever Breastfed?:** Radio buttons for Yes (selected), No, and Unknown.
- Age Infant Stopped Breastfeeding:** A dropdown menu.
- Reason Infant Stopped Breastfeeding:** A dropdown menu.
- Age Supplement Was Given:** A dropdown menu.
- Number of Wet Diapers / 24 hr Period:** An input field.
- Number of Stools / 24 hr Period:** An input field.
- Do you give your baby any formula?:** Radio buttons for Yes (selected) and No.
- How much formula do you give your infant in a 24-hour period?:** An input field containing "32.00" followed by "oz.".

A "Clear" button is located at the bottom right of the form. Vertical labels "Breastfeeding Information" and "Breastfeeding History" are positioned on the left and right sides of the form area, respectively.

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**Step 2:** CPA updates Infant’s Food Prescription on the **Prescribe Food** screen. In this example, the infant’s Breastfeeding Status is changing to Fully Formula Fed. It could have changed to Partially Breastfed ≤ MMA or Partially Breastfed > MMA.

**PRICE Family**  
Family ID: F02000002336  
1327 RUCKER RD  
RALEIGH, NC 27609



**Princeton T. Price**  
Participant ID: NC0200000312  
Age: 5 months  
WIC Category: Infant

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**Food Prescription**

3/11/2015 4/8/2015 4/11/2015 10/11/2015

4 to 5 Months 4 to 5 Months 6 to 11 Months 12 to 23 Months

Food Prescription Date	WIC Category	Age Category	Breastfeeding Status	Family Issuance Day	Issuance Frequency
4/8/2015	Infant	4 to 5 Months	Fully Formula Fed	11	1 Month(s)

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**Food Prescription Items** Total Items: 1

	Category	Subcategory	Quantity	Category Max Quantity	UOM
X	Exempt Infant Formula (EXF)	Nutrigen RTF 32 oz.	884	884	Ounces

**Step 3:** CPA updates Woman’s Food Prescription. In this example, Breastfeeding Status for the woman is now Fully Formula Fed for future months’ issuance. It could have changed to Partially Breastfeeding ≤ MMA or Partially Breastfeeding > MMA.

**PRICE Family**  
Family ID: F02000002336  
1327 RUCKER RD  
RALEIGH, NC 27609



**ALICE N. PRICE**  
Participant ID: 900952111R  
Age: 21 years and 7 months  
WIC Category: Breastfeeding Woman

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**Food Prescription**

10/8/2013 11/8/2013 12/8/2013 3/11/2015 4/8/2015

P P P B B

Food Prescription Date	WIC Category	Breastfeeding Status	Family Issuance Day	Issuance Frequency
4/8/2015	Breastfeeding	Fully Formula Fed	11	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	\$10.00	\$10.00	\$\$\$
	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

# Increase or Add Formula After Issuance

**Step 4:** Support Staff completes the **Exchange/Increase Formula** screen.

- Leave the **Exchange/Increase Formula** container blank (the participant is not returning formula or FIs).
- Complete 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.
- **Total Replaced Cans** auto-populates with the number of added cans to be issued.

The screenshot displays the 'Exchange/Increase Formula' screen for the PRICE Family. The interface includes a navigation menu on the left and a main content area. The main content area is divided into several sections:

- Exchange or Increase Formula:** This section contains a 'Select the Formula Being Returned' form with fields for 'Food Category', 'Food Subcategory', and 'Quantity' (Cans). A callout box labeled 'Leave Blank' points to these fields, indicating they should be left empty.
- Returned Food Instruments:** This section contains a table with columns for 'Serial #', 'Subcategory', and 'Quantity'. The table is currently empty.
- Select the Replacement Formula:** This section contains a form with fields for 'Food Category', 'Food Subcategory', and 'Total Replaced Cans'. A callout box labeled 'Complete' points to these fields. The 'Food Category' is set to 'Exempt Infant Formula (EIF)', the 'Food Subcategory' is 'Nutramigen RTF 32 oz.', and the 'Total Replaced Cans' is '10'.

At the bottom right of the screen, there are buttons for 'Formula Wizard', 'Save', and 'Cancel'. The top right corner shows the user's name 'Princeton T. Price' and other details like 'Participant ID: NC0200000312', 'Age: 5 months', and 'WIC Category: Infant'.

Since the Family Issuance Day is 11 and the family came in on Day 8 (3 days before next issuance), proration occurred on the newly prescribed formula. **Proration only occurs when the quantity max is prescribed.**

# Increase or Add Formula After Issuance

**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.

## Scenario #2: Issuing Additional Formula to an Infant Partially Breastfed < MMA

A dyad-linked mother with a Breastfeeding Status of Partially Breastfeeding < MMA received and used one or more food instruments during the current issuance month. Additional formula up to category max quantity can now 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 (not shown).

**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 < MMA to Partially Breastfed > MMA.

The screenshot displays the 'Prescribe Food' interface for the 'Poppy Family'. The main content area shows the 'Food Prescription' section with a date selector set to 3/25/2015. Below this is a table of 'Food Prescription Items' with the following data:

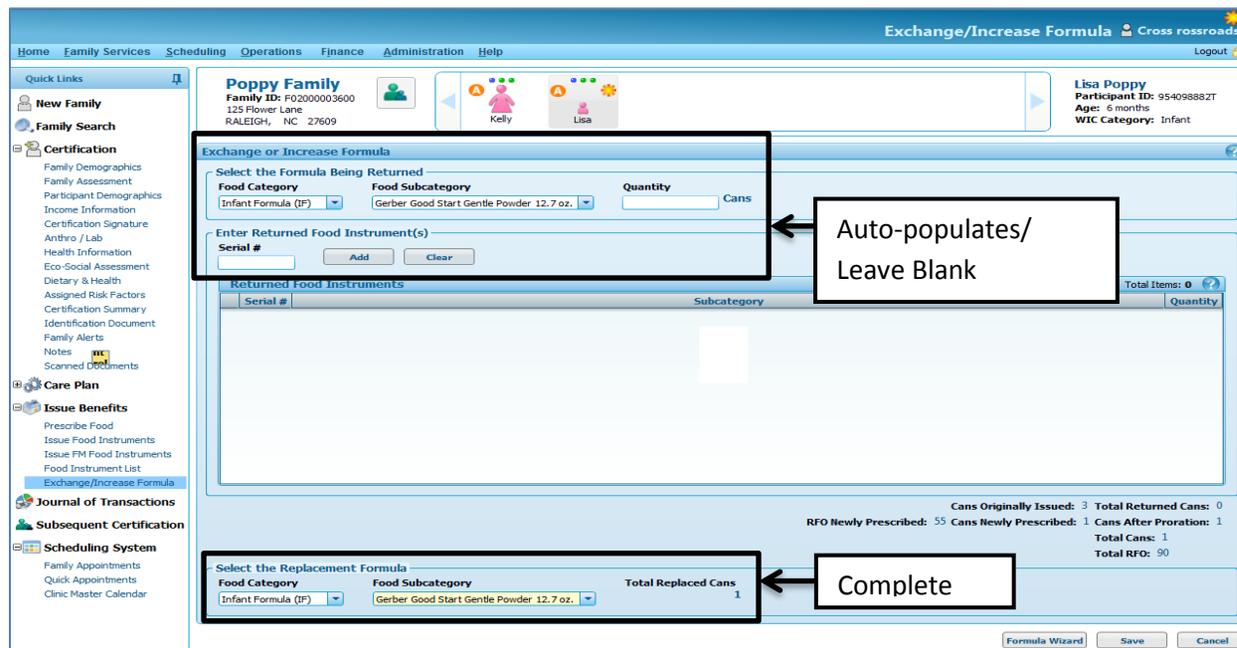
Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Cereal	Infant Cereal Plain, Dry	24	24	Ounces
Infant Fruits and Vegetables	Infant Fruits & Vegetables	128	128	Ounces
Infant Formula (IF)	Gerber Good Start Gentle Powder 12.7 oz.	325	624	Ounces

**Step 3:** CPA updates Woman's Food Prescription (not shown). Breastfeeding Status is now Partially Breastfeeding > MMA for future months' issuance.

# Increase or Add Formula After Issuance

**Step 4:** Support Staff completes the **Exchange/Increase Formula** screen.

- In the **Exchange/Increase Formula** container the **Select the Formula Being Returned** dropdown will auto-populate with the original formula. In this scenario, “Formula Being Returned” refers to the formula being increased.
- **Enter Returned FIs** remains blank (the participant is not returning FIs).
- Complete 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.
- **Total Replaced Cans** auto-populates with the number of additional cans to be issued.



**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.

# Increase or Add Formula After Issuance

## Scenario #3: 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 now 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 (not shown).

**Step 2:** CPA prescribes additional infant formula on the **Prescribe Food** screen. In this example, formula increases from 720 ounces to 806 ounces. This changes the Breastfeeding Status of the infant from Partially Breastfed > MMA to Fully Formula Fed.

**Summer Family**  
 Family ID: F02000003592  
 225 North St  
 RALEIGH, NC 27609

**April Summer**  
 Participant ID: 954098844Q  
 Age: 1 month  
 WIC Category: Infant

**Food Prescription**

3/11/2015 0 Months | 4/2/2015 1 to 3 Months | **4/8/2015 1 to 3 Months** | 7/2/2015 4 to 5 Months | 9/2/2015 6 to 11 Months

Food Prescription Date	WIC Category	Age Category	Breastfeeding Status	Family Issuance Day	Issuance Frequency
4/8/2015	Infant	1 to 3 Months	Fully Formula Fed	11	1 Month(s)

**Food Prescription Items** Total Items: 1

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Formula (IF)	Gerber Good Start Soy Powder 12.9 oz.	806	806	Ounces

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

**Food Prescription**

3/11/2015 | **4/8/2015**

Food Prescription Date	WIC Category	Breastfeeding Status	Family Issuance Day	Issuance Frequency
4/8/2015	Breastfeeding	Fully Formula Fed	11	1 Month(s)

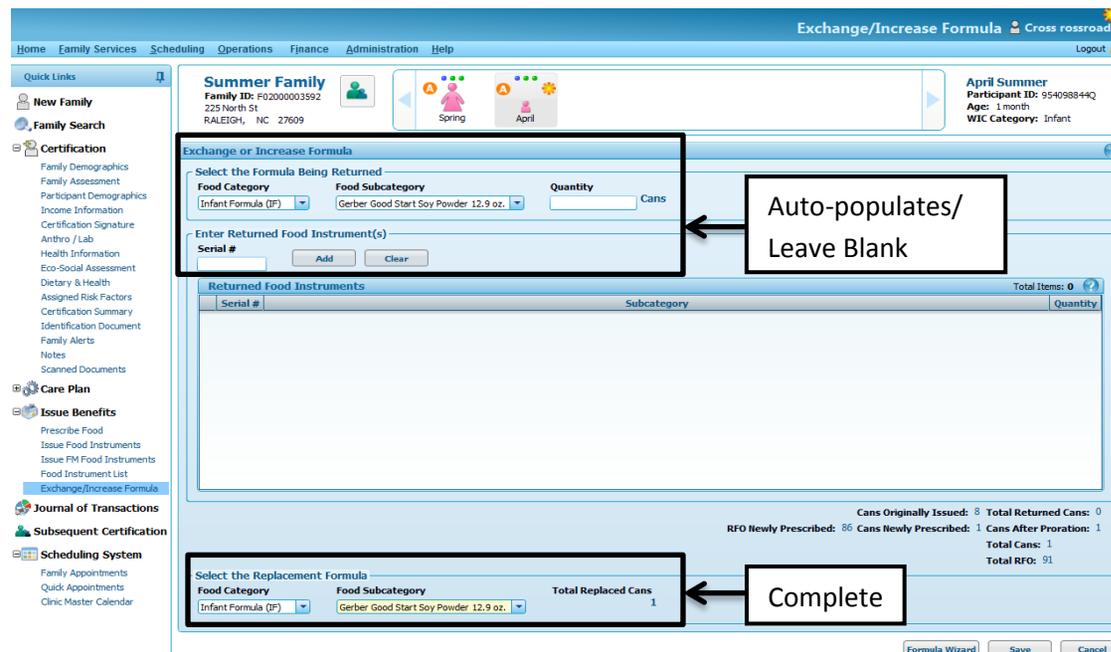
**Food Prescription Items** Total Items: 6

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	\$10.00	\$10.00	\$\$\$
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

# Increase or Add Formula After Issuance

**Step 4:** Support Staff completes the **Exchange/Increase Formula** screen.

- In the **Exchange/Increase Formula** container the **Select the Formula Being Returned** dropdown will auto-populate with the original formula. In this scenario, “Formula Being Returned” refers to the formula being increased.
- **Enter Returned FIs** remains blank (the participant is not returning FIs).
- Complete 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.
- **Total Replaced Cans** auto-populates with the number of additional cans to be issued.



**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.

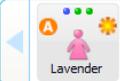
# Increase or Add Formula After Issuance

## Scenario #4: Issuing Newly-Prescribed WEMF 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 medical food (WEMF) can now be issued during the same issuance month. In this example, WEMF is added to a child's food package. Follow the same steps if adding WEMF to a woman's food package.

**Step 1:** CPA adds WEMF to the child's food package and completes Medical Documentation screen.

**Lexus Family**  
 Family ID: F0200003607  
 5220 North Street  
 RALEIGH, NC 27609



Lavender

**Lavender R. Lexus**  
 Participant ID: NC020000319  
 Age: 3 years and 3 months  
 WIC Category: Child

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**Food Prescription**

3/11/2015 4/8/2015

Food Prescription Date 4/8/2015  
 WIC Category Child  
 Age Category 2 yr to 5 yr  
 Family Issuance Day 11  
 Issuance Frequency 1 Month(s)

**Food Prescription Items** Total Items: 8

Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Grade "A" Large White Eggs	1	1	Dozen
Cereal (Adult)	Breakfast Cereal	36	36	Ounces
Legumes	Dry Beans 1 pound bag OR Peanut Butter 16-18 oz	1	1	Containers
Breads/Whole Grains	Whole Wheat Bread or Whole Grains	32	32	Ounces
Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Voucher	\$8.00	\$8.00	\$\$\$
Juice 64	Juice 64 oz.	2	2	Containers
Milk Low-Fat-Eat-Free	Slim or 1% Milk	4	4	Gallons
✘ WIC Eligible Medical Food (WEMF)	PediaSure with Fiber RTF 8 oz.	904	904	Ounces

# Increase or Add Formula After Issuance

**Step 2:** Support Staff completes the **Exchange/Increase Formula** screen.

- Leave the **Exchange/Increase Formula** container blank (the participant is not returning formula, WEMF or FIs).
- Complete 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.
- **Total Replaced Cans** auto-populates with the added cans to be issued.

Exchange or Increase Formula

Select the Formula Being Returned

Food Category: [Dropdown] Food Subcategory: [Dropdown] Quantity: [Input] Cans

Enter Returned Food Instrument(s)

Serial # [Input] [Add] [Clear]

Returned Food Instrument(s)

Serial #	Subcategory	Quantity
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Total Items: 0

Cans Originally Issued: 0 Total Returned Cans: 0  
RFO Newly Prescribed: 904 Cans Newly Prescribed: 113 Cans After Proration: 38  
Total Cans: 38  
Total RFO: 304

Select the Replacement Formula

Food Category: [WIC Eligible Medical Food (WEMF)] Food Subcategory: [PediaSure with Fiber RTF 8 oz.] Total Replaced Cans: 38

Since the Family Issuance Day is 11 and the family came in on Day 8 (3 days before next issuance), proration occurred on the newly prescribed formula. **Proration only occurs when the quantity max is prescribed.**

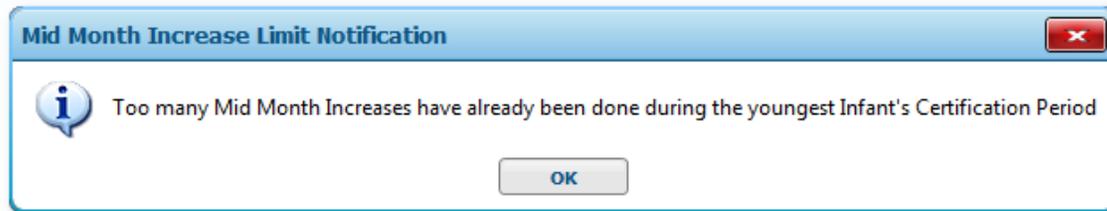
**Step 3:** Once the Support Staff selects **Save**, the user is given the option to use the Formula Wizard if product is in inventory. If product is not in inventory, the FIs with the added WEMF will automatically print. Support Staff obtains signature for new benefits.

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

# Increase or Add Formula After Issuance

## Additional Information Related to Exchange/Increase Formula Feature:

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 2<sup>nd</sup> 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 medical foods (WEMF) can be exchanged or increased, up to the category maximum.