

## Match Pending MFI Instructions

To match pending MFIs to a participant you will need:

- the completed register that lists the FI Date Printed
- the FI Serial Number(s)
- the Participant ID.

Manual Food Instrument Register

Starting Serial Number: 100000455 Ending Serial Number: 100000466 View Report

Manual Food Instrument Register  
North Carolina WIC Program  
<< Pregnant - no multiples >>  
Serial Number Range: 100000455 - 100000466

Report Date: 02/07/2014  
Data Updated: 02/07/2014  
RDD: 1.1.8.9.4

Local Agency: 096 - Wayne County  
Clinic: 096-01 - Wayne - Goldsboro

FI Date Printed	FI Serial Number	FI Date Issued	First Date to Spend	Family ID	Participant ID	Participant Name	Parent/Guardian/Proxy Signature	Modified Food Prescription
2/7/2014	100000455							
2/7/2014	100000456							
2/7/2014	100000457							
2/7/2014	100000458							
2/7/2014	100000459							
2/7/2014	100000460							
2/7/2014	100000461							
2/7/2014	100000462							
2/7/2014	100000463							
2/7/2014	100000464							
2/7/2014	100000465							
2/7/2014	100000466							

Run Date/Time: 2/7/2014 2:23:51 PM Page 1 of 1

## Match Pending MFI Instructions

From the Home Screen:

Navigate to Operations → Manual Food Instruments → Match Pending Manual FI to Participant Issuance

OR

Select Match Pending Manual FI from the Food Maintenance container on the Home page.

The screenshot shows the home screen of the Crossroads Nutrition system. The browser address bar displays <https://crossroads-uat.nutritionnc.com/Crossroads.clinic.view.xbap>. The navigation menu includes Home, Family Services, Scheduling, Vendor, **Operations**, Finance, Administration, and Help. The main content area is divided into several sections:

- Family Services**
  - Add a New Family
  - Clinic Family Workflow Dashboard
  - Family Search
  - Income Screening Calculator
  - NC Nutrition Services Branch
- Food Maintenance**
  - Manage Food Subcategory
  - Search EBT Transactions by Clinic
  - Search EBT Transactions by Vendor
  - Generate Manual Food Instruments
  - Match Pending Manual FI** (circled in red)
  - Delayed Signatures for FI Issuance
  - Food Instrument Investigation Tool
- Vendor Services**
  - New Application
  - Vendor Price Survey Search
  - Vendor Peer Group (Re)evaluation
  - Vendor Search
- FI Redemption**
  - Manage Background Processes
- Scheduling**
  - Maintain Appointment Types
  - Clinic Search
  - Wait List
  - Pending List
- Financial Management**
  - Monitor Bank Draw Down Funds
  - Manage Month End/Year End Closing
  - Perform a Spend Forward
  - Perform Back Spend
  - View Fund Conversion
  - New Fund Conversion
  - Manage Year End Closing Other Funds
- Caseload Management**
  - Caseload Allocation
  - Monitor Caseload
  - Manage Eligibility Data
- Task Stats**

Critical Tasks	0
High Priority Tasks	3309
Low Priority Tasks	65

Show All Tasks

Batch Process Status

## Match Pending MFI Instructions

On the Match Pending Manual FI to Participant Issuance screen, under Search Criteria:  
Enter either a specific Serial Number or a Printed Date – which is found on the Manual Food Instrument Register.  
Select Search.

The screenshot shows a web browser window displaying the 'Match Pending Manual FI to Participant Issuance' screen. The browser's address bar shows the URL: <https://crossroads-uat.nutritionnc.com/Crossroads.clinic.view.xbap>. The page title is 'Match Pending Manual FI to Participant Issuance'. The navigation menu includes: Home, Family Services, Scheduling, Vendor, Operations, Finance, Administration, Help, and Logout. The 'Search Criteria' section has two radio buttons: 'Exact' (selected) and 'Range'. There are input fields for 'Serial #' and 'Printed Date', and a 'Search' button. Below this is a table titled 'Pending Manual Food Instrument List' with columns: Serial #, Food Package, Printed Date, Participant ID, Participant Name, Issued Date, First Spend Date, Last Spend Date, and Matched. The table currently shows 'Total Items: 0'. At the bottom of the page, there are 'Save' and 'Cancel' buttons, and a status bar with 'Online', 'Version 1.5.2.4 | 40008', '065-01 - New Hanover - Wilmington', 'TAB', and '100%'.

## Match Pending MFI Instructions

In the screen shot below, Printed Date was used for the Search criteria.  
Find the correct Serial number on the Manual Food Instrument Register.  
Enter the Participant ID in the box.  
Click the magnifying glass.

- The Participant Name will populate if it is a correct participant ID. Status Message will display: "Participant ID xxx, Successful Lookup."
- If incorrect, Status Message of "Unsuccessful Lookup" will display.
- If the Participant ID is correct but the participant does not have a food prescription, the Status Message will display: "Participant [name] does not have any food prescribed. Prescribe food to the participant and proceed."

NOTE: the Issued Date and First Spend Date are auto-populated with today's date. Last Spend Date is populated one month from the First Spend Date. Change these dates to match what has been entered on the MFI register. Click the Matched box on the far right of the screen.

The screenshot shows a web application interface for matching pending manual food instrument (MFI) records to participant issuance. The search criteria are set to 'Exact' for 'Serial #' and 'Printed Date' (4/4/2014). The table below displays a list of 137 items, with the 'Printed Date' and 'Matched' columns highlighted in red.

Serial #	Food Package	Printed Date	Participant ID	Participant	Issued Date	First Spend Date	Last Spend Date	Matched
100006022	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006023	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006024	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006025	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006026	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006027	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006028	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006029	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006030	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006031	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006032	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006033	Pregnant - no multiples	4/4/2014			5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>

## Match Pending MFI Instructions

Continue matching issued Manual FIs to Participant Issuance until all that have been issued have been matched.

Click Save. Status Message displays: Matched Food Instruments were saved successfully.

MFIs that have been matched will not appear on the Match Pending Manual FI to Participant Issuance list the next time accessed.

The screenshot displays the 'Match Pending Manual FI to Participant Issuance' web application. The interface includes a search criteria section and a table of pending manual food instrument items. The item with Serial # 100006056 is highlighted with a red box, indicating it has been matched.

**Search Criteria**

Exact **Printed Date**  Search

Range

**Pending Manual Food Instrument List** Total Items: 137

Serial #	Food Package	Printed Date	Participant ID	Participant Na	Issued Date	First Spend Date	Last Spend Date	Matched
100006052	Child 12 to 23 months	4/4/2014	<input type="text"/>		5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006053	Child 12 to 23 months	4/4/2014	<input type="text"/>		5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006054	Child 12 to 23 months	4/4/2014	<input type="text"/>		5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006055	Child 12 to 23 months	4/4/2014	<input type="text"/>		5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006056	Child 12 to 23 months	4/4/2014	NC1820008839	Brenden Feene	5/27/2014	5/27/2014	5/27/2014	<input checked="" type="checkbox"/>
100006057	Child 12 to 23 months	4/4/2014	<input type="text"/>		5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006058	Child 12 to 23 months	4/4/2014	<input type="text"/>		5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006059	Child 12 to 23 months	4/4/2014	<input type="text"/>		5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006060	Child 12 to 23 months	4/4/2014	<input type="text"/>		5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006061	Child 12 to 23 months	4/4/2014	<input type="text"/>		5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006062	Child 12 to 23 months	4/4/2014	<input type="text"/>		5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>
100006063	Child 12 to 23 months	4/4/2014	<input type="text"/>		5/28/2014	5/28/2014	6/28/2014	<input type="checkbox"/>

Save Cancel

Online Version 1.5.2.4 40008 SKIP065 02 - Wrightsville 1 TAB 100%