Add Formula After Issuance: eWIC

After food benefits have been issued and one or more food items have been redeemed, 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 food benefits for the current month and redeemed one or more food items. 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 < MMA or Partially Breastfed > MMA.
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Step 3: CPA updates Woman’s Food Prescription. In this example, Breastfeeding Status for the woman is now Fully Formula Fed.

![Food Prescription Interface]

Step 4: Support Staff:
- Selects the infant’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
- 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.
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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.

**Step 5:** Once Save is selected, the user is given the option to use the Formula Wizard if the product is in inventory. If the product is not in inventory, food benefits for the newly prescribed infant formula will automatically be added to the family’s Electronic Benefits Account. A signature is not required. The current month’s food benefits for additional family members are not affected.

**Step 6:** Support Staff returns to **Food Instrument List** and voids and reissues future months’ benefits for the entire family.
Scenarios: Issuing Newly-Prescribed WEN to a Woman or Child

A woman or child has received food benefits for the current month and redeemed one or more food items. 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.

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

A woman or child has received food benefits for the current month and redeemed one or more food items. 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Quantity</th>
<th>Category Max Quantity</th>
<th>UOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eggs</td>
<td>Eggs Grade A Large White</td>
<td>1</td>
<td>1</td>
<td>Dozen</td>
</tr>
<tr>
<td>Breakfast Cereal</td>
<td>Breakfast Cereal</td>
<td>36</td>
<td>36</td>
<td>Ounces</td>
</tr>
<tr>
<td>Legumes</td>
<td>Bean,Peas, 4 Cans, 1 Dry, or Peanut Br</td>
<td>2</td>
<td>2</td>
<td>Containers</td>
</tr>
<tr>
<td>Bread:Whole Grains</td>
<td>WW bread or Whole Grains</td>
<td>16</td>
<td>16</td>
<td>Ounces</td>
</tr>
<tr>
<td>Fruit &amp; Vegetable C/V</td>
<td>Fruit and Vegetables</td>
<td>$11.00</td>
<td>$11.00</td>
<td>$$</td>
</tr>
<tr>
<td>Juice: - 40 oz</td>
<td>Juice 4oz fl/12oz Conc</td>
<td>3</td>
<td>3</td>
<td>Containers</td>
</tr>
<tr>
<td>Milk: Fat Free</td>
<td>Skim Milk Fat Free or 1% Milk</td>
<td>2.00</td>
<td>4.00</td>
<td>Gallons</td>
</tr>
<tr>
<td>WIC Eligible Nutritionals (WEN)</td>
<td>Boost RTF 8 oz</td>
<td>904</td>
<td>904</td>
<td>Ounces</td>
</tr>
</tbody>
</table>
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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
- 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.

Step 3: Once Save is selected, the user is given the option to use the Formula Wizard if the product is in inventory. If the product is not in inventory, food benefits for the newly prescribed WEN will automatically be added to the family’s Electronic Benefits Account. A signature is not required. The current month’s food benefits for additional family members are not affected.

Step 4: 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 items for the current month comes into clinic to receive infant formula for the current month. The woman’s Breastfeeding Status changes to Partially Breastfeeding ≤ MMA at that time. Two months later, the same Partially Breastfeeding ≤ MMA woman with redeemed food items 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:

![Mid Month Increase Limit Notification](image)

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.