

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 \leq MMA or Partially Breastfed $>$ MMA.

The screenshot displays the 'Food Prescription' interface. At the top, there is a navigation bar with dates: 11/14/2017 (0 Months), 11/15/2017 (0 Months), 12/1/2017 (1 to 3 Months), 3/1/2018 (4 to 5 Months), and 5/1/2018 (6 to 11 Months). Below this, the 'Food Prescription Date' is 11/15/2017. Other fields include WIC Category (Infant), Age Category (0 Months), Breastfeeding Status (Fully Formula Fed), Family Issuance Day (14), and Issuance Frequency (3 Month(s)).

The 'Food Prescription Items' section contains a table with the following data:

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 for the woman is now Fully Formula Fed.

▼ Food Prescription
?

◀
11/14/2017
B
11/15/2017
B
▶

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 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.

Select the Formula Being Returned

Food Category	Food Subcategory	Quantity	Quantity from EBT Account
Infant Formula (IF)	Similac Advance Powder 12.4 oz		Cans

← **Leave Blank (Auto-populates)**

Enter Returned Food Instrument(s)

Serial #

Serial #	Subcategory	Quantity
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Current Month EBT Benefit Balance

Food Category	Subcategory	Quantity	UoM
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Select the Replacement Formula

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

← **Complete**

Summary:

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

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.

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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.

Giraffe Family
 Family ID: F00600004385
 125 Spice Drive
 STONY POINT, NC 28678


 Ginger

Ginger Giraffe
 Participant ID: 960087025K
 Age: 22 years and 5 months
 WIC Category: Pregnant

Food Prescription ?

11/14/2017 11/15/2017
P 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

Add Formula After Issuance: eWIC

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.

Exchange or Increase Formula

Select the Formula Being Returned

Food Category: WIC Eligible Nutritionals (WEN) | Food Subcategory: Boost RTF 8 oz | Quantity: | Quantity from EBT Account: |

Leave Blank (Auto-populates)

Enter Returned Food Instrument(s)

Serial # | Add | Clear

Returned Food Instruments

Serial # | Subcategory | Quantity

Current Month EBT Benefit Balance

Food Category | Subcategory | Quantity | UoM

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

Select the Replacement Formula

Food Category: WIC Eligible Nutritionals (WEN) | Food Subcategory: Boost RTF 8 oz | Total Replaced Cans: 113

Complete

Formula Wizard | Save | Cancel

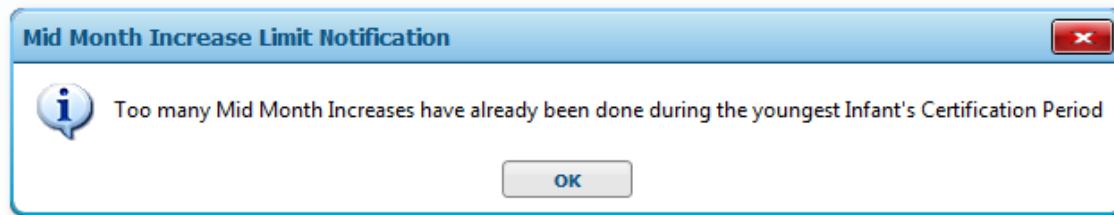
Step 3: Once Save is selected, the user is given the option to use the Formula Wizard if the product is in inventory. If the product is not in inventory, food benefits for the newly prescribed WEN will automatically be added to the family's Electronic Benefits Account. A signature is not required. The 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 \leq MMA at that time. Two months later, the same Partially Breastfeeding \leq 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:



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.