

Food Package III - Add Infant Foods

Decease Issued Formula and Add Infant Foods – page 1



Assess Redemption for Current Benefit Set

- Open the Participant Folder
- Click **Benefit Management** menu
- Select **EBT Transaction History**
- Type **PFDTU of current set of benefits** into *Start Date* field
- Click **Redemption Activity** radio button
- Click **Search** button
- Click each row displayed then the **View Details** button – any redemptions for this the FPIII participant?

No Redemption

- In Participant's Folder: update **Date Food Package III Verified** in *Health Info* tab
- Click **Benefit Management** menu
- Select **Food Adjustment Wizard**
- Click **Yes** on the "Do you want to save..." message
- Click **Void Current and Future Benefits** radio button
- Click **OK** (or press Enter on keyboard)
- Click **Yes** on the *Food Adjustment Wizard* confirmation message
- Click **OK** (or press Enter) on the "Current and future benefits were successfully voided..." message
- In *Food Prescription* tab: create food prescription with decreased amount of formula and add infant foods
- In *Issue Benefits* screen: Re-issue benefits

Redemption of Formula → Add Infant Solid Foods

- In Participant's Folder: update **Date Food Package III Verified** in *Health Info* tab
- Click **Benefit Management** menu
- Select **Food Adjustment Wizard**
- Click **Yes** on the "Do you want to save..." message
- Click **Add Infant Solid Foods** radio button
- Click **OK** (or press Enter on keyboard) to open the *Return and Recover Formula* screen
 - This screen only affects the current month's set of benefits
 - The sum of the *Amount Recovered* (cans to remove from card) column and the *Amount Returned* (purchased unopened cans returned to clinic) column must equal the *Amount Needed to Enable* column
 - If more than the maximum amount of formula allowed with infant foods has been redeemed/purchased then cans must be **returned** in order to issue infant foods (*Amount Returned* column cannot be zero)
- To return (purchased unopened cans returned to clinic)
 - Click inside the *Amount Returned* column to highlight it
 - Click inside again to display spin arrows
 - Increase to the number of cans being returned
 - If *Amount to Enable* column equal to zero (0), click **OK** to open the *Issue Formula and Infant Foods* screen
 - If less than the *Amount Needed to Enable*, continue with the next step "To recover"

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- To recover (remove cans from the card)
 - Click inside the *Amount Recovered* column to highlight it
 - Click inside again to display spin arrows
 - Increase the amount until the *Amount Needed to Enable* column is zero (0)
 - Click **OK** to open the *Issue Formula and Infant Foods* screen
- Indicate the amount of formula and infant foods to be issued in the *Issue Formula and Infant Foods* screen
 - All benefit sets show
 - If CVB has been added for any of the benefits sets, the *New Amount* column for jars of baby Fruits and Vegetables must be decreased to 16
 - Click inside the *New Amount* cell in the jars baby Fruits and Vegetables row to highlight
 - Click inside the cell again for spin arrows
 - Use the spin arrows to decrease to 16 or double-click on the amount and type 16
 - Repeat the above three steps for all sets with CVBs
- Click **Send EBT Data** button
- Click **OK** (or press Enter) on the *Issue Formula and Infant Foods* message