

# Food Package III - Add Formula

Add More Formula and Remove 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 increased amount of formula and no infant foods
- In *Issue Benefits* screen: Re-issue benefits

## Redemption of Infant Foods → Add More Formula

- 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 More Formula** radio button
- Click **OK** (or press Enter on keyboard) to open the *Add Formula* screen
- Click **Yes** on the *Remove Infant Food* message
- Click **OK** (or press Enter) on the *Add Formula* message "A redemption exists for the current month's benefit..."
  - Benefit Period** will be all issued sets
  - Cans Available to Issue** for current month will be 0 since redemption of infant foods has occurred. Maximum additional cans will display for future months based on formula type and age.
- \*Click inside the future set's cell in the **Additional Cans** column to highlight it
- \*Click the same cell again to display spin arrows
- \*Double-click and type, or use the spin arrows, to increase the number of cans to the appropriate number
- Repeat the last 3 steps (\*) for each future benefit set displayed
- Click the **Send EBT Data** button
- Click **OK** (or press Enter) on the *Add Formula* message

# Food Package III - Add Formula

### Redemption of Formula → Add More Formula

- 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 More Formula** radio button
- Click **OK** (or press Enter on keyboard) to open the *Add Formula* screen
- Click **Yes** on the *Remove Infant Food* message
- The *Add Formula* screen opens
  - Benefit Period** will be all issued sets
  - Maximum additional cans will display for current and future months
- \*Click inside the current set's cell in the **Additional Cans** column to highlight it
- \*Click the same cell again to display spin arrows
- \*Double-click and type, or use the spin arrows, to increase the number of cans to the appropriate number
- Repeat the last 3 steps (\*) for each future benefit set displayed
- Click the **Send EBT Data** button
- Click **OK** (or press Enter) on the *Add Formula* message

# Increase Issued Formula – BF Status Change

Example: MBF to SBF/NBF – page 2

## Redemption of Mom's Food Benefits → Void Future Benefits (mom keeps current)

- In mom's Participant Folder, click **Benefit Management** menu
- Select **Food Adjustment Wizard**
- Click **Void Future Benefits** radio button
- Click **OK** (or press Enter) to open the *Identify Benefits to Void* screen
- Click the **checkboxes** in the *Selected* column to void the future month's benefits
- Click **Send EBT Data** button
- Click **OK** (or press Enter) on *Identify Benefits to Void* message
- If mom is still eligible for food benefits:
  - Tailor mom's default food package created by system when BF Amount was changed
  - Click **Issue Benefits** icon and re-issue future benefits to mom
- **Print Account Balance** (since other members of household may have redemption): Benefit Management menu >> Print EBT Account Balance >> Send to Printer >> OK or refer to My MN WIC App >> Benefits >> Current or Future Benefits