

Phase 3 Food Package Changes – June Guidance

UPDATED MAY 28, 2026

Default food packages

Starting June 1, the “old” default food items will be expired and removed from the default food packages, which will result in **the default food packages working correctly for the new substitution items, juice and eggs**. You will no longer have to make corrections to the default food packages.

“NEW” will continue to display in front of the phase 3 food items until the end of June.

Issuing late for May in June

In June, when issuing late for May, only phase 3 new food items will be issued. These are benefits with a:

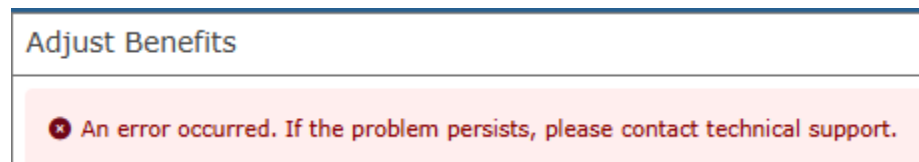
- Printed First Date to Use (PFDTU) = May
- First Date to Use (FDTU) or Issued Date = June

Adjusting benefits

Adjusting May benefits issued before June 1 in June

Women and children

Food packages issued for May before June 1 (not late) **cannot be adjusted for women and children** because all of the food items are expired. When attempting to open Adjust Benefits in the participant folder of a woman or child, the following error will display:



Guidance for women and children May benefits

Make sure all May food packages have been adjusted if incorrect quantities were originally issued before June 1. **There will be no adjustment to these food items as of June 1.**

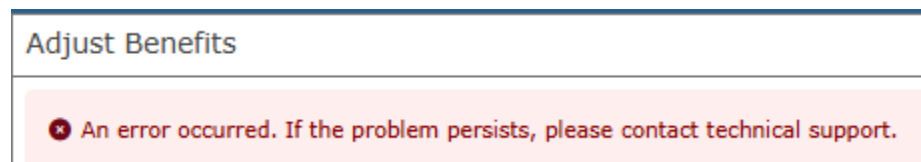
You can use the FOOD & FORMULA BY PFDTU Infoview report in the INFOVIEW TEMPLATES >> Food and Formula folder to ensure May quantities are correct:

- Whole grains (ensure quantity is not 1 or 2) = food item 58.

- CVB for non-breastfeeding, some-breastfeeding, and pregnant women (\$48 instead of \$47) = food item 106.

Food package III women and children

You will NOT be able to adjust medical formula issued for May as of June 1 for food package III participants. When attempting to open Adjust Benefits, the following error will display:



If a medical formula needs to be added or adjusted, you must contact the Help Desk (1-800-488-8799, press 2,2) for assistance with updating the medical formula on the system back-end.

Important! If you are waiting for a medical prescription for May benefits and do not think you will receive it before the end of May, **do NOT issue any benefits to that participant for May** until you receive the prescription. **(You can issue to other family members.)**
It's better to issue late benefits for May in June than to issue incorrect May benefits in May since you will not be able to adjust them without assistance from the Help Desk.

Infants

For infants changing breastfeeding status or requiring different formula who were issued May benefits before June 1, you can **adjust the formula only**. Do **not** void benefits (even if redemption has not occurred) and do not adjust any other food items!

Adjusting May benefits issued on or after June 1 in June

You will be able to adjust all **May benefits issued on or after June 1** since the new food items will have been issued.

Breastfeeding change and adjusting May, June, and July benefits

Added May 28 and provided in MIS & Data Communication email.

The following addresses a question submitted by a Local Agency during the last Local Agency Conference Call on Wednesday, May 20:

Question: *What happens when mom/baby has May, June, and July benefits but need BF status change from MBF to Some BF for their May benefits in June. If the Adjust Benefits page is locked/error message how will staff adjust the woman's package for June and July? Or is the error message displayed inside of Adjust Benefits for the month of May only?*

Answer: June and July benefits for women and children can be adjusted beginning on the household's Printed First Date to Use (PFDTU) in June.

Explanation: As long as a household has May benefits, the Adjust Benefits page will be locked for women and children because it is unable to adjust the current set. Since we issue rolling month benefits, some households will have May benefits that expire as late as June 27. You will be unable to adjust June or July benefits for women and children until their May benefits have expired.

What to do if change in breastfeeding status: If a mom/baby dyad with May, June, and/or July benefits need adjustments due to a breastfeeding status change and it is before their June PFDTU:

- Adjust the infant’s formula on the May benefits. Do not void their May benefits (even if benefits have not been redeemed) and do not adjust any other food items on their May benefits.
 - Void their **June and/or July** benefits and use Issue Benefits to reissue.
- Documentation is important! **In mom’s folder, add a general note with the subject of Adjust Benefits and document** that her breastfeeding amount has changed and you are unable to adjust mom’s June and/or July benefits because May benefits have not yet expired.
 - **Adjust Benefits** is a new note and priority alert subject the state will add to WINNIE on Sunday, May 31.
- Add a Priority Alert if you think that would be helpful as well.
- Once the benefit adjustment has been completed, add another general note with the subject of **Adjust Benefits** to document this.

NOTE! These Adjust Benefits notes will be used for state auditing and tracking purposes.

Track participants needing adjustment

Below are a couple of options to help your agency track these participants:

- **OPTION 1:** We have provided a simple Word document, [Track June/July Benefit Adjustments](#), where you can record the date, mom’s State WIC ID, and PFDTU(s). Once the benefits have been adjusted, you can use this document to record the date and the staff who completed the adjustment. (Feel free to modify the document as needed so that it works for your agency. This is solely for your own tracking purposes; you do not have to keep it once adjustments have been completed because the Infoview report below will provide this information for auditing purposes.)
- **OPTION 2:** You can use the new NOTES AND DOCUMENTATION Infoview template found in the INFOVIEW TEMPLATES >> Notes folder to track participants. This report provides a list of participants who belong to the specified agencies and have notes written for the specified note subject(s) during the specified time period. The output includes the note text. **This report won’t automatically remove participants after their benefits are adjusted.**

However, once you add a note confirming the adjustment is complete, both note records will display in the report output.

- The new Adjust Benefits subject's ID is 50.
- The default Agency ID is 0, which runs the report for all agencies. Click the Reset Prompt Values icon found on the top right of the Prompts modal to delete the 0 from the prompt, then enter your agency ID(s).
- Please contact sarah.mallberg@state.mn.us if any questions about the Infoview report.

Revisions

5/28/26 – added information about breastfeeding status changes and adjusting benefits.

5/7/26 – original version.

References – complete listing of hyperlinks

[Track June/July Benefit Adjustments](https://www.health.state.mn.us/docs/people/wic/localagency/fp/trackadjust.docx)

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Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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