

Issuing Formula – FBF Infants > 6 Mo. (BF Change)

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Assess Redemption of Current Benefits

- Just mom and baby in household? Check Account Balance
 - Click **Benefit Management** menu
 - Select **Print EBT Account Balance**
 - Click **OK** on *Generate Account Balance Report* dialogue
 - Compare quantity of current issued food items to quantities in future benefits (decreased quantities = redemption)

- More than mom and baby in household? Check Redemption Activity
 - 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 – **does mom or baby have any redemption activity?**

No Redemption of Infant's Foods → Void Current and Future Benefits

- In infant's Participant Folder: update **BF information** in *Health Info* tab, change tabs and save changes to create new food packages for baby and mom
- Click **Benefit Management** menu
- Select **Food Adjustment Wizard**
- Click **Void Current and Future Benefits** radio button
- Click **OK** (or press Enter on keyboard)
- Click **Yes** on confirmation message
- Click **OK** (or press Enter) on "successfully voided" message

Redemption of Infant's Foods → Add More Formula

- In infant's Participant Folder: update **BF information** in *Health Info* tab, change tabs and save changes to create new food packages for baby and mom
- Click **Benefit Management** menu
- Select **Food Adjustment Wizard**
- Click **Add More Formula** radio button
- Click **OK** (or press Enter on keyboard) to open the *Add Formula* screen
 - Benefit Period** will only be current set
 - Cans Available to Issue** is maximum based on infant's BF Amount and age, and is PRORATED based on next PFDTU
- Click inside the **Additional Cans** column to highlight the cell
- 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
- Click the **Send EBT Data** button

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- The *Direct Shipped Benefit Item* screen displays. Click the **Finish** button if not direct-shipping.
 - If direct-shipping this formula:
 - Formula should only be direct-shipped if the maximum number of cans allowed for the BF Amount and age are being issued. Otherwise, the formula should be added to the card (issued CDP-376).
 - The description for infant cereal displays instead of the formula
 - To Direct Ship: Click **Direct Ship this Item** checkbox >> click **In Stock** radio button >> click **Finish** button
- Click **OK** (or press Enter) on the *Add Formula* message
- System automatically voids infant's future benefits

No Redemption of Mom's Food Benefits → Void Current and Future

- In mom's Participant Folder, click **Benefit Management** menu
- Select **Food Adjustment Wizard**
- Click **Void Current and Future Benefits** radio button
- Click **OK** (or press Enter on keyboard)
- Click **Yes** on confirmation message
- Click **OK** (or press Enter) on "successfully voided" message
- Tailor mom's default food package created by system when BF Amount was changed
- Click **Issue Benefits** icon and re-issue current and future benefits to baby and mom (if still eligible)
- 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

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
- Tailor mom's default food package created by system when BF Amount was changed
- Click **Issue Benefits** icon and re-issue current benefits to baby and future benefits to baby and mom (if still eligible)
- 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