

Adjust Benefits: No WIC Formula/Foods Issued

SEPTEMBER 2023

The No WIC Formula/Foods Issued item must be direct shipped when originally issued. The quantity is 1.0. These steps are for an infant receiving contract formula.

Printed First Date to Use (PFDTU) for Current Month in Future

- Open Adjust Benefits.
- Toggle on Void for current month.
- All future months will automatically void.
- Click the Send eWIC Data button.

PFDTU for Current Month in Past or Today

- Open Adjust Benefits.
- Double-click into the Returned field in the Cans row, type a 1, and tab or click somewhere on the page OR double-click, hover over the field, and use the spin arrows to increase the Returned quantity to 1.
- In the Current Benefit Period header, determine if the benefit amount should be prorated. (NOTE: If the initial issuance to the household was prorated, the number of cans of formula being issued should also be prorated.)
- Click the Add Formula Item button.
- Click the Formula Type dropdown.
- Select Contract.
- Click the Food Item dropdown.
- Select the formula being issued.
- If the amount should be prorated, adjust the Quantity based on $\frac{3}{4}$ or $\frac{1}{2}$ package.
- Click the OK button.
- Toggle on Void for any future months.
- Click the Send eWIC Data button.
- Verify the green “Status: accepted (no errors)” banner displays.
- Select Food Prescription from the sidebar.
- Click the Effective Date of the food prescription with today’s date.

ADJUST BENEFITS: NO WIC FORMULA/FOODS ISSUED

- The Food Prescription created for today will have both the Contract formula and the No WIC Formula/Foods Issued food item in it.
- Click the No WIC Formula/Foods Issued row to highlight it.
- Click the Delete button in the menu bar above the food prescription's header row.
- Click Yes on the Confirm message.
- Create any future food prescriptions for other age categories as appropriate.
- Issue any future benefit sets as appropriate.

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