

Increase Issued Formula

Potential Changes to BF Status – page 1



Assess Redemption for Current Benefit Set for MOM

- Open the infant's 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 MOM?**

Assess if Any Adjustments Made to Current Benefit Set for MOM

- Click **Benefits History** tab
- Expand any nodes associated with the current month's set of benefits
- Are there any rows that display "Recovered - <quantity> - <date>?"**

No Redemption or Redemption for Infant → Add More Formula

- In infant's Participant Folder: if increasing the formula changes the infant's BF status, then update **BF information** in *Health Info* tab, change tabs and save changes to create new food packages for baby and mom (if still eligible)
- 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 be all issued sets
 - Cans Available to Issue** is maximum based on amount already issued, infant's BF Amount and age, and is PRORATED based on proration of original issuance
- *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 benefit set displayed
- Click the **Send EBT Data** button
- Click **OK** (or press Enter) on the *Add Formula* message

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

- 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
- 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 current and future benefits to mom

Increase Issued Formula

Potential Change to BF Status – page 2

- **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 or Adjustment Made to 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