

Adjust Benefits 1B – Formula Scenario 2 - WINNIE Online Training Module

REVISED AUGUST 2025

Introduction

Intro

This online training module is provided by the Minnesota (MN) Department of Health WIC Program. It is a review of increasing formula for a breastfeeding infant in Adjust Benefits in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being August 7, 2023.

Formula Scenario 2: Increase Formula

Scenario Overview

The following is the scenario for this module: we're increasing contract formula for a 5-month-old mostly breastfed infant who is now 6-months old and whose breastfeeding amount is changing to some-breastfeeding.

Benefits have been issued for August, September, and October, and some redemption has occurred.

Scenario 1

Miles High is a 6-month-old breastfeeding infant whose mom is returning to work and requires more formula.

Since Miles is breastfeeding, what must we do first before opening Adjust Benefits? Go ahead. Click anywhere for a hint.

<audio – hint> We have to update his Breastfeeding Verified Date. Select Health Information from the sidebar.

PARTICIPANT: "Hi. I'm breastfeeding my baby, Miles, but I'm returning to work and pumping isn't going great so my peer said I could ask for more formula?"

WIC STAFF: Sure. Let's see what we can do to help.

<Waiting>

<screen description – no audio> Spin icon displays.

Update Health Information

Health Information 1

<no audio> Use the calendar icon in the field.

<no audio> What do we need to do for a breastfed infant before opening Adjust Benefits?

<audio – hint> Click the calendar control in the Breastfeeding Verified Date field.

Health Information 2

<no audio> What do we need to do for a breastfed infant before opening Adjust Benefits?

<audio – hint> Select today's date, August 7th.

Health Information 3

<no audio> What do we need to do for a breastfed infant before opening Adjust Benefits?

<audio – hint> Click the Save button.

<Waiting>

<screen description – no audio> Spin icon displays.

Review Adjust Benefits

Adjust Benefits 1

Go ahead and open Adjust Benefits.

<Waiting>

<screen description – no audio> Spin icon and "Working...please wait" display.

Adjust Benefits 2

Remember, the Maximum number of cans is based on the infant's **current** breastfeeding amount and their age at the time of issuance.

Since Miles is mostly-breastfeeding and he was 5 months 29 days old when the benefits were issued, the Max is 5, which we can verify using the MN WIC Contract Formula Amounts Guide available on the MDH WIC website.

Click the button when ready to continue.

Adjust Benefits 2A

Since no infant foods were issued, the Food Items grid is automatically collapsed.

Upon discussion with mom, she tells us she would like as many cans as we can provide, which means we need to change Miles to some-breastfeeding.

Go ahead and do that. Click anywhere for a hint.

<no audio> Change Miles to Some-Breastfeeding. Click anywhere for a hint.

<audio – hint> Select Health Information from the sidebar.

WIC STAFF: ...what I hear you saying is that you would like as many cans as we can provide in a month...

<Waiting>

<screen description – no audio> Spin icon and “Working...please wait” display.

Change BF Amount

Health Information 4

<no audio> Change Miles to Some Breastfeeding. Click anywhere for a hint.

<audio – hint> Click the Breastfeeding Amount dropdown.

Health Information 5

<no audio> Change Miles to Some Breastfeeding. Click anywhere for a hint.

<audio – hint> Select Some-Breastfeeding.

Health Information 6

<no audio> Change Miles to Some Breastfeeding. Click anywhere for a hint.

<audio – hint> Click the Save button.

Food Rx Msg 1

<no audio> Change Miles to Some Breastfeeding. Click anywhere for a hint.

<audio – hint> We want the Food Prescription to update. Click the Yes button.

<Waiting>

<screen description – no audio> Spin icon displays.

Select Formula 1

<no audio> Change Miles to Some Breastfeeding. Click anywhere for a hint.

<audio – hint> Click the Food Item dropdown.

Select Formula 2

<no audio> Change Miles to Some Breastfeeding. Click anywhere for a hint.

<audio – hint> Select the WIC contract formula – powder.

Select Formula 3

<no audio> Change Miles to Some Breastfeeding. Click anywhere for a hint.

<audio – hint> Click the Save button.

<Waiting>

<screen description – no audio> Spin icon displays.

Food Rx Msg 2

<no audio> Change Miles to Some Breastfeeding. Click anywhere for a hint.

<audio – hint> New default food packages were created. Click the OK button.

Adjust Benefits 3

OK. Let's return to Adjust Benefits.

<no audio> Open Adjust Benefits.

<Waiting>

<screen description – no audio> Spin icon displays.

Adjust Benefits 4

Since the Max is based on the current Breastfeeding Amount, it is now 10 cans.

<screen description> MN WIC Contract Formula Amounts Guide displays with Infants SBF & FFF 4-5 mo. receiving 6-10 cans.

Click the button when ready to continue.

Adjust Benefits 5

She was issued 2 cans already and they've both been redeemed, and we have a total of 8 Available cans to issue.

Adjust Benefits 6

Double-click into the field where we should start. Click for a hint.

<audio – hint> Double-click into the Additional Quantity - Cans field.

Adjust Benefits 7

Enter the number of cans.

Adjust Benefits 8

What do we have to do to get the system to calculate? Click for a hint.

<audio – hint> Press the Tab key or click somewhere on the page.

Adjust Benefits 9

OK. We have issued all available cans.

Go ahead and collapse the current benefit set's card.

Adjust Benefits 10

Let's take a look at the formula grid for our August benefits.

Per the Contract Formula Amounts Guide, the max amount for a some-breastfeeding infant is 7 cans.

Adjust Benefits 11

And that's our Max.

We have 2 cans issued to our WIC Card, and obviously, none have been redeemed so our Household EBT Balance is 2, and our Available to add is 5.

Adjust Future Months

Adjust Future 1

Go ahead and adjust.

Double-click into the field, enter the quantity, and get the system to calculate.

Click anywhere for hints.

<audio – hint> Double-click the Additional cans field.

Adjust Future 2

<no audio> Adjust the benefit set. Double-click into the field, enter the quantity, and get the system to calculate. Click anywhere for hints.

<audio – hint> 2 cans issued, and we want a total of 7, so our Additional cans are 5. Type 5.

Adjust Future 3

<no audio> Adjust the benefit set. Double-click into the field, enter the quantity, and get the system to calculate. Click anywhere for hints.

<audio – hint> Press the Tab key or click somewhere on the page.

Collapse 1

Looks good.

Go ahead and collapse this card.

<no audio> Collapse the August benefit set's card.

Adjust Future 4

Do the same for the September set.

<no audio> Adjust the benefit set. Double-click into the field, enter the quantity, and get the system to calculate. Click anywhere for hints.

<audio – hint> Double-click the Additional cans field.

Adjust Future 5

<no audio> Adjust the benefit set. Double-click into the field, enter the quantity, and get the system to calculate. Click anywhere for hints.

<audio – hint> 2 cans issued, and we want a total of 7, so our Additional cans are 5. Type 5.

Adjust Future 6

<no audio> Adjust the benefit set. Double-click into the field, enter the quantity, and get the system to calculate. Click anywhere for hints.

<audio – hint> Press the Tab key or click somewhere on the page.

Send eWIC Data

Send Data 1

Communicate these changes to the WIC Processor.

<no audio> Click the Send eWIC Data button.

<Waiting>

<screen description – no audio> Spin icon and “Working...please wait” display.

After Send 1

Now that we sent the eWIC data, the EBT Amt Issued and HH EBT Balance have recalculated.

Collapse the July then August cards.

After Send 2

When ready, collapse this card.

<no audio> Collapse the July then August cards.

After Send 3

Again, we always want to make sure we received the Status: accepted (no errors) banner after sending our eWIC data.

Click the button to continue.

<Waiting>

<screen description – no audio> Spin icon and “Working...please wait” display.

Adjust Mom’s Benefits

BF Dyad 3

Skye’s Max column reflects her current breastfeeding amount, which is Some BF.

The Amt Issued column reflects her breastfeeding amount when the benefits were issued, which was Mostly BF.

The Available column now has negative values that indicate these are amounts she would not have been issued if she had been Some BF at that time.

They are also the amount we **could** remove if the HH Balance for those items is greater than or equal to that value.

Click the button when ready to continue.

BF Dyad 4

Skye has already purchased foods, which means we can't void these benefits.

Our MN WIC guidelines are that if there is already redemption for a breastfeeding woman whose breastfeeding amount changes during the current benefit cycle, we leave those food benefits as is, even though WINNIE is showing us the amounts we could remove.

We **only** void the **future** benefits to replace them with the appropriate food package.

BF Dyad 5

In this case, Skye is no longer eligible for future food benefits since Miles is 6-months old.

Collapse this set's card and void her future benefits. Click for hints.

<no audio> Collapse the current benefit set's card and void her future benefits. Click anywhere for a hint.

Void 1

<no audio> Collapse the current benefit set's card and void her future benefits. Click anywhere for a hint.

<audio – hint> Click the Void toggle in the August set's header.

Collapse 3

The September set automatically voids.

Collapse the August and September set's card then Send eWIC Data.

Collapse 4

<no audio> Collapse the August and September set's card then Send eWIC Data.

Send Data 2

<no audio> Collapse the August and September set's card then Send eWIC Data.

<Waiting>

<screen description – no audio> Spin icon and “Working...please wait” display.

Review Benefits History

<Transition Slide>

We’re going to transition to Benefits History for **Miles**.

Review each benefit set, collapsing the card indicated by the arrows. Click the button to continue when all sets have been reviewed.

<screen description – no audio> Slide transitions to Benefits History.

Benefits Hx 1-5

<no audio> Review each benefit set, collapsing the card indicated by the arrows. Click the button to continue when all sets have been reviewed.

Food Prescription 1

As we should always do after adjusting benefits, we’re going to take a look at Miles’ Food Prescription page.

<no audio> Open the Food Prescription page.

Food Prescription 2

Go ahead and review each food prescription, expanding them as indicated by the arrows.

<screen description – no audio> August 7, 2023: Food Prescription created with food items issued on benefits with FDTU of today. Click to expand.

Food Prescription 3

<screen description – no audio> August 28, 2023: Food Prescription created with food items issued on benefits with FDTU of today. Click to expand.

Food Prescription 4

<screen description – no audio> September 28, 2023: Food Prescription created with food items issued on benefits with August PFDTU. Click to expand.

Food Prescription 5

Click the button to continue.

<screen description – no audio> September 28, 2023: Food Prescription created with food items issued on benefits with September PFDTU. Click to expand.

Food Prescription 6

Per our Food Prescription rules, the last set's LDTU was October 27th, his 9-month birthdate is October 30th so if Miles had a 9-month or one-year child food package, they've been deleted since the Effective Dates would have been after October 27th.

<Transition Slide>

<screen description – no audio> Slide transitions back to Food Prescriptions page.

Food Prescription 7

Per best practices, we should create the 9-month food package with the appropriate formula.

Test Your Knowledge

T/F Q#1

True or false?

When the Breastfeeding Amount changes during the middle of a benefit cycle, if **no redemption** has occurred, we should leave mom's current benefits as-is and only void her future benefits.

Answer #1

The answer is False.

If the Breastfeeding Amount changes and **any redemption** has occurred, we should leave the current set of benefits as is.

However, if **no redemption** has occurred yet, we should void all sets of issued benefits and reissue with the appropriate food package.

End

End Slide

Thank you for reviewing this WINNIE online training module presented by the Minnesota Department of Health WIC Program.

If you have any feedback, comments, or questions about the information provided, please submit the [WINNIE Questions for the State WIC Office](#) form.

Revisions

August 2025 – updated Health Information page with interface changes for Release 3.4.1; updated contract formula amounts guide; removed information about how to issue more than one formula in adjust benefits since WIC-allowed contract formula may have made concept obsolete; updated all reference to contract formula to WIC-allowed powdered; removed information and use of Update Future Months since no longer applicable with changes being made in Adjust Benefits; and completed final review of module.

August 2023 – original version.

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