

Adjust Benefits 2B – Food Scenario 2 - WINNIE Online Training Module

REVISION 1 – SEPTEMBER 2024

Introduction

Intro

This online training module is provided by the Minnesota (MN) Department of Health WIC Program. It provides an overview of adjusting food items in WINNIE, the MN WIC Information System.

CVB Adjustment 1

We need to note that at the time these training modules were created, the CVB was not static and there were two different CVB food items, one with a lower amount in the default food package and one with an increased amount that had to be manually added to the food prescription. This is no longer the case; the increased CVB was permanently approved by Congress in April 2024 and periodically increases due to inflation.

However, this module is still applicable since the steps reviewed can be applied to any food item we may be replacing with another food item that belongs to the same Food Category.

<Transition Slide>

<screen description – no audio> Slide transitions from topic page to Adjust Benefits page.

CVB Adjustment 2

Since today's date is after April 2024 and there is currently only one CVB food item, if we are adjusting an incorrect CVB amount in WINNIE, we can simply take the amount in the Available column and enter it into the Additional Quantity field...

CVB Adjustment 3

...adjusting the amount to the maximum allowed.

Click the button to continue.

Food Scenario 2: Increasing the CVB (Add a New Food Item)

Date

All dates in this module are based on today's date being August 11, 2023.

Scenario Overview 1

In the last module, we completed exchanging milk for tofu for a member of the household. In this module we will correct the CVB amount for another member of that same household. August and September benefits have been issued and redemption has occurred.

<Transition Slide>

<screen description – no audio> blank slide

Shop List 1

Mom told us she thought her CVB might be low, so we generated the Household Shopping List to see what each individual member was issued.

<thought bubble> Hmm. I should be able to see that in the Household Shopping list.

WIC STAFF: Also, I think the amount of money for fruits and vegetables isn't right. It just seems a little low.

We can see that Barb and Rob have the increased amount, but Cy was issued only \$10 instead of \$25.

Let's click below the scroll bar to view the rest of the household.

Shop List 2

Tim is also good to go; we just need to adjust Cy's benefits.

Click the button to continue.

Participant Menu 1

We just completed adjusting Barb's food benefits.

Go ahead and select Cy from the Participant Menu.

Participant Menu 2

<no audio> Select Cy from the Participant Menu.

<Waiting>

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

CVB Adjust 1

Since, at this time, we have two different CVB food items with different values, we need to recover the current CVB food item for \$10 and add the correct CVB food item with the amount of \$25.

Go ahead and do this.

Double-clicking and typing values into any fields. Click anywhere for hints.

<no audio> Provide the correct CVB to Cy. Double-click and type values into any fields. Do not use spin arrows. Click anywhere for hints.

<audio – hint> To issue the new CVB, we must first recover the \$10 CVB. Double-click into the Recovered field in the dollars WIC-allowed Fruits and Vegetables row.

CVB Adjust 2

<no audio> Provide the correct CVB to Cy. Double-click and type values into any fields. Do not use spin arrows. Click anywhere for hints.

<audio - hint> We are recovering 10 dollars. Type 10.

CVB Adjust 3

<no audio> Provide the correct CVB to Cy. Double-click and type values into any fields. Do not use spin arrows. Click anywhere for hints.

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

CVB Adjust 4

<no audio> Provide the correct CVB to Cy. Double-click and type values into any fields. Do not use spin arrows. Click anywhere for hints.

<audio - hint> Click the Add Food Item button.

CVB Adjust 5

<no audio> Provide the correct CVB to Cy. Double-click and type values into any fields. Do not use spin arrows. Click anywhere for hints.

<audio - hint> Click the Base Food Category dropdown.

CVB Adjust 6

<no audio> Provide the correct CVB to Cy. Double-click and type values into any fields. Do not use spin arrows. Click anywhere for hints.

<audio - hint> Select CASH BENEFIT.

CVB Adjust 7

<no audio> Provide the correct CVB to Cy. Double-click and type values into any fields. Do not use spin arrows. Click anywhere for hints.

<audio - hint> Click the Food Item dropdown.

CVB Adjust 8

<no audio> Provide the correct CVB to Cy. Double-click and type values into any fields. Do not use spin arrows. Click anywhere for hints.

<audio - hint> Select Fruit/Veg CVB - 25, 44, and 49 dollars.

CVB Adjust 9

<no audio> Provide the correct CVB to Cy. Double-click and type values into any fields. Do not use spin arrows. Click anywhere for hints.

<audio - hint> Click the OK button.

Collapse 1

Go ahead and finish this adjustment.

Collapse this card, Update Future Months, review the change, collapse the future card, and communicate the changes.

Update Future 1

<no audio> Collapse this card, Update Future Months, collapse the future card, and communicate the changes.

Collapse 2

<no audio> Collapse this card, Update Future Months, collapse the future card, and communicate the changes.

Send Data 1

<no audio> Collapse this card, Update Future Months, collapse the future card, and communicate the changes.

<Waiting>

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

<Waiting>

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

Collapse 3

One more time.

Collapse the current benefit set’s card, verify the green banner, and open Benefits History.

Benefits History 1

<no audio> Collapse the current benefit set’s card, verify the green banner, and open Benefits History.

Benefits History 2

Once again, we’ll get the benefits sets toggled on behind the scenes.

<screen description – no audio> Slide transitions to August and September benefits sets toggled on.

Benefits History 3

Review each benefit set, collapsing the card indicated by the arrows.

Benefits History 4-6

<no audio>Review each benefit set, collapsing the card indicated by the arrows.

<Transition Slide>

We will also take a quick look at Barb’s Benefits History.

<screen description – no audio> Slide transitions to Barb Burr’s Benefits History.

Benefits History 7

Once again, review each card, collapsing as the arrows indicate.

<no audio> Review each benefit set, collapsing the card indicated by the arrows.

Benefits History 8-9

<no audio> Review each benefit set, collapsing the card indicated by the arrows.

Benefits History 10

And click the button to continue.

<Transition Slide>

Returning to Cy's folder.

<screen description – no audio> Slide transitions to Barb Burr's Benefits History.

Food Prescription 1

What must we always do after adjusting benefits?

Go ahead and click where we should go next. Click for a hint.

<audio – hint> We must always review the Food Prescriptions. Select Food Prescriptions from the sidebar.

<Waiting>

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

Food Prescription 2

The most recent food prescriptions are those created by the system when we adjusted Cy's benefits.

One food prescription with the Effective Date of the current set's FDTU and one with the future set's, or September's FDTU, which we know has the corrected CVB.

Go ahead and select Barb from the Participant Menu.

Participant Menu 3

<no audio> Select Barb from the Participant Menu.

Food Prescription 6

The same goes for Barb.

Two prescriptions created, any future deleted, and she should be good to go.

Click the button to continue.

Test Your Knowledge

T/F Q#1

True or false?

We can add food items that weren't initially issued to the current set of benefits.

Answer #1

The answer is true.

When adding food items in Adjust Benefits, any food categories that weren't issued or that didn't have the maximum amount issued, display in the Base Food Category dropdown so that they can be added.

T/F Q#2

True or false?

If the Amount Issued is less than the Household Balance for a food item issued to more than one member of a household, the Redemption is calculated as zero.

Answer #2

The answer is true.

Since the WIC Processor randomly assigns redemption to members of a household, WINNIE considers the aggregated total for foods issued to more than one household member. As long as there is at least as much issued or more in the Household Balance, Redemption displays as zero.

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 references to soy beverage from last module to tofu; changed milk to “WIC-allowed” (June 2025 food package changes); changed soy beverage to tofu in Benefits History; and corrected formatting and text for closed captioning.

September 2024 - Approval by Congress of CVB increase was made permanent in April 2024. The CVB is no longer two food items. Slides added to explain this and that the process is still applicable if adding a new food item in the same food category.

August 2023 – Original version.

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