

Demographics 1B – WIC Category Changes - WINNIE Online Training Module

REVISED JULY 2025

Introduction

Intro

This WINNIE online training module is provided by the Minnesota (MN) Department of Health WIC Program. It provides a continued overview of changing the WIC Category on the Demographics page in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being January 16, 2024.

<Transition Slide>

<screen description – no audio> Slide transitions to Ilene Dover Demographics page.

W WIC Cat. Scenario 2-1

In this module we will take a look at what to do if a breastfeeding woman more than 6 months postpartum is no longer breastfeeding.

W WIC Cat. Scenario 2-2

During our remote Nutrition Visit, Ilene Dover informed us that she is no longer breastfeeding and had stopped during her holiday break in December.

Since she returned to work, she has been too busy catching up to pump while at work and since taking the bottle more, her baby Ben seems to have decided that he prefers that.

PARTICIPANT: "I am no longer breastfeeding. I stopped just before my holiday break in December."

PARTICIPANT: "Once I returned to work, I was so busy catching up, pumping just wasn't possible."

PARTICIPANT: "Besides since taking the bottle more, my baby Ben seems to have decided that he prefers that."

W WIC Category GT6 1

So, Ilene is no longer breastfeeding and more than 6 months postpartum.

If we try to change her WIC Category to Non-Breastfeeding on the Demographics page...go ahead...

<no audio> Change Ilene's WIC Category to Non-Breastfeeding.

W WIC Category GT6 2

<no audio> Change Ilene's WIC Category to Non-Breastfeeding.

W WIC Category GT6 3

Click below the scroll bar and save the change.

W WIC Category GT6 4

<no audio> Click the Save button.

W WIC Category GT6 5-1

This time, a message displays indicating we must terminate her certification because she is categorically ineligible.

W WIC Category GT6 5-2

However, women who stop breastfeeding after 6 months must be given 15 days advance notice.

We aren't required to provide written Official Notification, but we must issue a final set of benefits.

Then, we can update the breastfeeding status on the Health Information page instead and the system will auto-terminate mom for us.

Let's do that.

Select Issue Benefits from the sidebar.

W WIC Category GT6 6

We can't save our change, so click Yes.

<screen description – no audio> Confirm: You have unsaved changes. Are you sure you want to leave?

<Waiting>

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

W WIC Category GT6 7-1

We should note that in many instances mom may already have been issued that extra set of benefits.

If that is the case, we would want to ensure she has a current set of benefits and void any future benefits.

W WIC Category GT6 7-2

Our focus isn't on **how** to issue but **what** to issue.

We should take care of Ben separately from Ilene.

Ilene is receiving a half package since we are issuing late benefits for December.

This is her final set.

She is no longer eligible to receive the benefits that start in January and February.

Let's toggle off the benefits that start in January to de-select both these sets.

<no audio> Toggle off the January benefits to de-select both sets.

W WIC Category GT6 8

We'll issue the benefits behind the scenes.

<screen description – no audio> Slide transitions to the Aggregated Issuance modal displaying the green banner indicating successful issuance.

W WIC Category GT6 9

Benefits were issued successfully.

Click the Close button.

<Waiting>

<screen description – no audio> Spin icon displays.

W WIC Category GT6 10

Our next step is to update mom's breastfeeding status in Health Information.

Select that from the sidebar.

<no audio> Select Health Information.

<Waiting>

<screen description – no audio> Spin icon displays.

W WIC Category GT6 11

Do you remember where breastfeeding information is found in mom's folder?

Click anywhere for a hint.

<audio – hint> Click the Infants Born from This Pregnancy button.

W WIC Category GT6 12

Since this card is view-only, to make changes, we click the Edit button.

<Waiting>

<screen description – no audio> Spin icon displays.

W WIC Category GT6 13

The Breastfeeding Now toggle and Breastfeeding Amount dropdown work together so, we can either toggle off Breastfeeding Now or change her Breastfeeding Amount.

Let's toggle off Breastfeeding Now.

W WIC Category GT6 14

Once toggled off, the Breastfeeding Amount changes to Non-Breastfeeding and is disabled, and the Reason(s) Stopped dropdown and Breastfeeding End Date become enabled and required.

Let's select our Reason(s) Stopped.

Click the multi-select dropdown.

<no audio> Click the Reason(s) Stopped multi-select dropdown.

W WIC Category GT6 15

Reasons can be somewhat subjective since we are interpreting what mom told us and trying to find the reasons in our list that correspond.

Ilene told us that her baby Ben now prefers the bottle, which we could interpret as Baby Led, so let's select that.

<no audio> Select Baby Led.

W WIC Category GT6 16

She also said that she was too busy to pump since returning to work.

So, we could select time and work as the other reasons.

Let's do that.

Click the dropdown again, click below the scroll bar twice, then select Time. Repeat and select Work.

W WIC Category GT6 17-23

<no audio> Click the dropdown again, click below the scroll bar twice, then select Time. Repeat and select Work.

W WIC Category GT6 24

Next, we need to enter the End Date.

Ilene said she stopped breastfeeding just before her holiday break in December.

When asked if she remembered the last time she breastfed Ben, she said it was around the 22nd.

Let's enter the 22nd.

Click into the Breastfeeding End Date field and type 12/22/23.

WIC STAFF: Can you tell me when the last time you breastfed Ben was?

PARTICIPANT: "Hmmm. Probably around the 22nd."

W WIC Category GT6 25

<no audio> Click into the Breastfeeding End Date field and type 12/22/23.

W WIC Category GT6 26

And save our changes.

<no audio> Click the Save button.

W WIC Category GT6 27

The first message informs us that the system is going to terminate mom's breastfeeding certification because her baby is over 6 months old.

To continue, we click Yes.

W WIC Category GT6 28

<screen description – no audio> Waiting - Spin icon displays.

The next message informs us the Food Prescriptions will be updated.

As a side note, the processes that occur after a Breastfeeding Status change are the same regardless of whether mom's cert is being terminated as result of that change.

Click the Yes button on the message.

W WIC Category GT6 29

<screen description – no audio> Waiting - Spin icon displays.

As we saw before, we re-select formula.

During our discussion, Ilene told us they are using powdered Enfamil.

Go ahead and select WIC Contract Formula – Powder and save.

<no audio> Select WIC Contract Formula - Powder and click the Save button.

WIC STAFF: You said you were using Enfamil?

PARTICIPANT: Yep. Enfamil powder.

W WIC Category GT6 30-31

<no audio> Select WIC Contract Formula - Powder and click the Save button.

W WIC Category GT6 32

The last message is informational.

Go ahead and read it and click OK.

<screen description – no audio> Message: The mother's WIC Category and/or breastfeeding amount changed. New food prescriptions were created for the mother and all linked infants whose breastfeeding amounts changed.

<no audio> Read the message and click OK.

W WIC Category GT6 33

We can see that Ilene's cert has been terminated because everything is now disabled in Health Information.

However, since this is a training module, let's verify Ilene's cert was terminated by viewing the Status Information.

Go ahead. Click anywhere for a hint.

<no audio> View the Status Information. Click anywhere for a hint.

<audio – hint> Click the participant menu.

W WIC Category GT6 34

<no audio> View the Status Information. Click anywhere for a hint.

<audio – hint> Select Status Information.

W WIC Category GT6 35

Ilene's Breastfeeding certification was terminated for Categorical Ineligibility.

<screen description – no audio> Slides transitions to Demographics.

This means her WIC Category continues to be Breastfeeding.

Transition Slide

This concludes our review of WIC Category Changes.

Test Your Knowledge

T/F Q#1

True or False?

When a breastfeeding woman more than 6 months postpartum stops breastfeeding, once we've changed her breastfeeding status in Health Information, the system will automatically update her WIC Category in Demographics to Non-Breastfeeding.

Answer #1

The answer is false.

The WIC Category of Breastfeeding is maintained. Her Breastfeeding Amount in Health Information is changed to Non-Breastfeeding.

Multiple Choice Q#2

Which statement is true?

When a breastfeeding woman more than 6 months postpartum stops breastfeeding...

- A. We are required to provide an Official Notification.
- B. We are required to provide 15 days advance notice and issue a last set of benefits (if not already issued).

- C. We must void all current and future benefits.
- D. We can change her WIC Category to non-breastfeeding on the Demographics page.
- E. We will need to manually terminate her certification for categorical ineligibility.

Answer #2

The answer is B. We are required to provide 15 days advance notice and, if she hasn't already been issued the current set, issue a last set of benefits. Any future benefits should be voided.

Corrections to other answers:

A – We do not need to provide an Official Notification.

C – We must void all future benefits. We should not void the current benefits.

D – We cannot change her WIC Category to Non-Breastfeeding and even once the system terminates her certification, her category continues to be Breastfeeding.

E – The system will automatically terminate her cert once we change her Breastfeeding Status in Health Information to non-breastfeeding.

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

July 2025 – revised Health Information interface (Release 3.4.1) and updated food package (June food package changes).

January 2024 – original version.

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