

Food Prescription 1C – Create and Modify

REVISED JUNE 2026 – WINNIE ONLINE TRAINING MODULE

Introduction

Intro

This online training module is provided by the Minnesota (MN) Department of Health WIC Program. It's an overview of creating and modifying food prescriptions in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being October 9, 2023.

<Transition Slide>

<screen description – no audio> Slide transitions to Search page.

Scenario

Scenario 1

In this module, we'll take a look at creating and modifying default food packages.

We VOC'd the Dale family, who were initially certified in another state in July and have moved here.

Brooke is almost 2 and certified until July next year.

Click on Clyde's card.

Scenario 2

Clyde is almost 3 months old, non-breastfeeding, and also certified until next July.

Scenario 2A

Since both Brooke and Clyde are going to need food packages created for age category changes, let's jot down their birth dates. Click on Rose's card.

Scenario 3

Rose is non-breastfeeding and therefore only certified until the end of January.

Double-click on Rose’s card to open her Participant Folder.

Alert 1

The system alerts remind us that we need to create food prescriptions after VOC’ing participants (and that MCAs need to be scheduled for January).

Go ahead and close the alert.

Scenario 4

Since our focus is Food Prescription, we’ve linked Clyde and Rose’s records in Health Information behind the scenes.

<screen description – no audio> Slide transitions to Rose’s Health Information.

Scenario 5

Go ahead and open Food Prescription.

<no audio> Select Food Prescription from the sidebar.

<Waiting>

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

Create new

Create DFP 1

To create a new food prescription, we click the Add Food Prescription button. Go ahead.

Create DFP 2

The Effective Date defaults to the current date.

We always use the Use Default button when creating food prescriptions.

It provides the appropriate foods and accurate quantities based on WIC Category, Age Category, Breastfeeding Amount and assigned Risk Factors.

Go ahead and click the Use Default button.

Create DFP 3

As we mentioned in the previous module, there are some options we can offer families to help “tailor” the food package to their preferences:

- More milk in lieu of cheese and/or yogurt.
- Another quart of yogurt in place of 1 quart of milk.
- Tofu to replace some (or all) milk food items.
- Another quantity of beans in exchange for 1 dozen eggs.
- Increasing the CVB by 3 dollars in place of juice.

Create DFP 4

We should make sure our families are aware of their options instead of only offering the default food package.

WIC STAFF: We have some different food options I’d like to share...

Rule of thumb

Rule of thumb

Rose would prefer 4 lbs. of tofu, no cheese, and no eggs.

When modifying food packages, a rule of thumb is to always delete or decrease the food item that is being removed or replaced **first**.

We can make changes to the default food package before saving it.

Participant: “Great! Can I get 4 lbs. of tofu, no cheese, and no eggs.”

WIC STAFF: So...I can delete the cheese and eggs, decrease the milk by 1, then add the tofu and peanut butter/beans.

Delete

Delete

Let’s delete the cheese and eggs.

To delete, we select the row that has the unwanted food item, then click the delete button.

<no audio> Click on the cheese row to select it then click the Delete button in the grid header.

Delete 1

<no audio> Click on the cheese row to select it then click the Delete button in the grid header.

Delete 2

Yes. We do want to delete.

<no audio> Click Yes on the confirmation message.

Delete 3

Do the same and delete the eggs. Click anywhere for a hint.

<no audio> Delete the eggs. Click anywhere for a hint.

<audio-hint> We must select the food item we want to delete first. Click the eggs row to select it.

Delete 4

<no audio> Delete the eggs. Click anywhere for a hint.

<audio – hint> Click the Delete button in the grid header.

Delete 5

<no audio> Delete the eggs. Click anywhere for a hint.

<audio – hint> Click Yes on the confirmation message.

Edit

Edit 1

We now have 3 quarts of milk food items that aren't yet allocated, which is enough for 3 pounds of tofu.

But Rose wants 4.

In order to add 4, we need to decrease milk products by one more quart.

We could remove the yogurt if Rose didn't want that, but she does.

So, we'll edit the milk.

Like other grids in WINNIE, we can single-click the row and click the Edit button or double-click the row.

Let's double-click the milk row.

Calculators

Calculators

All food items have calculators.

For milk products, it calculates the combined maximum for milk, yogurt, cheese and tofu.

For most food items, the Category Limit or maximum combined amount that can be provided, Allocated or the combined amount currently in the food package, and Remaining or amount that can still be added to the food package are all that are pertinent.

However, with some of our substitutions, like eggs and legumes, the Substitutions Available and Substitutions Made provide additional information, which we'll see in a few minutes.

Right now, according to our calculator, we can provide 16, currently have 13, and have 3 more than can be added.

To add 4 lbs tofu, we need 4 remaining, so let's decrease milk by one.

Hover over the quantity field, then click the teeny tiny down arrow.

Save 1

We now have 12 allocated and 4 remaining.

We are ready to add tofu.

First we need to save our food package so that the Add button enables.

Click Save.

Add

Add 1

We now know we have to remove food to add food, which the system in most cases regulates.

However, WINNIE isn't going to remind us to add the tofu or increase quantities to provide the maximum.

That's all on us!

A very important part of our job is to ensure we provide the desired food items and issue benefits with the correct food package.

All that said, let's add our tofu.

Click the Add button.

Cancel

Cancel button

Any time we Add or Edit, notice that the Cancel button becomes enabled.

We can always stop adding or editing by clicking it.

Base food category

Base food category

The Base Food Category groups certain food items together and controls what displays in the Food Item list.

Click the Base Food Category dropdown.

Base food category 1

Base food categories set maximum amounts for foods that share that category and the system validates our quantities to ensure we don't exceed them.

Base food category 2

Only food categories that don't already have the maximum allowed and can still be added to the food package are listed.

Notice that the two items we deleted are in the dropdown, but not tofu.

This is because tofu and yogurt are listed under the milk base food category.

Go ahead and select MILK.

Food item

Food item

The Food Item dropdown is now enabled, and our milk products calculator displays.

Click the Food Item dropdown.

Food item 1

Since yogurt is already in our food package, only tofu is listed.

Select it.

<no audio> Select Tofu from the Food Item dropdown.

Quantity

The Quantity defaults the maximum allowed for the combined milk products.

The validation message, “this value exceeds the base food category limit and must be reduced” tells us we’re over the max.

In order to allocate the correct amount, our Remaining amount should be 0, and we need to subtract 12 from our quantity.

Double-click on the quantity and type the appropriate quantity.

Quantity

Quantity 1

<no audio> Double-click on the quantity and type the appropriate quantity.

<audio – hint> The correct quantity is 4.

Quantity 2

Our remaining is 0.

Press the enter key or click somewhere in the grid to finish adding the tofu.

<no audio> Press the Enter key or click somewhere in the grid to add tofu.

Quantity 3

So...are we done? Yes or no.

Tip

Tip

Nope. We aren’t.

Remember, we removed the eggs, so we need to increase the legumes.

Here’s a tip.

We deleted all our food items first, but we could have deleted the cheese, decreased the milk, and added the tofu **then** deleted the eggs and subbed the legumes.

If we are concerned that we might forget, it is probably better to complete one change at a time!

Let’s double-click to edit the peanut butter/beans food item.

<no audio> Double-click the peanut butter/beans row to edit it.

Calculators and substitutions

Substitutions available

We mentioned before that the Substitutions Available and Made provide additional information when subbing legumes for eggs or more CVB for juice.

The Available shows for the food item that has an amount that can be added (legumes) based on what was removed (eggs).

On a side note, we provide legumes in ounces while our unit of measure is each.

So, a quantity of 1 equals 16 ounces.

Substitutions available 1

Since we deleted eggs, we have 16 ounces of whole grains available to sub, which means we have 16 remaining.

If we click the little information icon, go ahead...

<no audio> Click the information icon.

Substitutions available 2

An explanation of the available substitution displays. Go ahead and read it.

Click the button when ready to continue.

<no audio – screen description> 1 WIC Peanut Butter OR Dry Beans OR 4-cans Beans can be substituted for 1 Eggs (dozen). 1 EACH of the food item = 16 ounces of LEGUMES (BEANS/PEANUT BUTTER) (Container Formulation Units of 16).

Substitutions available 3

Let's increase the quantity to 2 using the up spin arrow.

<no audio> Hover over the quantity field then click the up spin arrow.

Substitutions available 4

Our Allocated is now 32 and our Remaining is 0.

Notice that Substitutions Made is still 0.

That's because Substitutions Made shows information for the food item that was decreased or deleted.

And since we deleted the eggs, we can no longer view the egg's calculator.

<Transition slide>

However, if this were food package 7...

<no audio – screen description> Slide transitions to food package 7

Substitutions made

...which has more than one dozen eggs, and we were to decrease the eggs by 1, increase the legumes by 1, and edit eggs again, we would (finally!) see something and that is that 1 substitution was made.

It also has an information icon.

Go ahead and click it.

<no audio> Click the information icon.

Substitutions made 1

And read it.

Click the button when ready to continue.

<no audio – screen description> 1 Eggs (dozen) has been substituted with 1 WIC Peanut Butter OR Dry Beans OR 4-cans Beans. 1 DOZ. Of the food item = 1 Dozen of EGGS (Container Formulation Units of 1)

<Transition slide>

Are these helpful? Well. We'll have to decide that for ourselves.

Let's return to Rose's food prescription.

<no audio – screen description> Slide transitions back to Rose's food prescription.

Finish prescription

Finish prescription

Let's finish her food prescription.

Click below the scroll bar and click Save.

Finish prescription 1

<no audio> Click the Save button.

Finish prescription 2

Whenever we're done, we verify the items and the quantities.

Yep. We are good to go.

Next, we're going to create a food package for Brooke, but mom's been thinking while we made her food prescription and has decided she would like an increased CVB instead of juice for Brooke.

Create a food package for Brooke subbing more CVB for the juice.

Follow any cues that display. Click anywhere for hints.

<audio – hint> Click the Participant Menu (participant's name on header).

WIC PARTICIPANT: "I've been thinking...can I get more fruits and vegetables instead of juice for Brooke?"

Create child DFP 1

Switch member

<no audio> Create a food package for Brooke. Sub more CVB for juice. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Select Dale, Brooke from the Other Household Members list.

Add prescription

<no audio> Create a food package for Brooke. Sub more CVB for juice. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Add Food Prescription button.

Use default

<no audio> Create a food package for Brooke. Sub more CVB for juice. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Use Default button.

Sub CVB for juice

Sub CVB

<no audio> Create a food package for Brooke. Sub more CVB for juice. Follow any cues that display. Click anywhere for a hint.

<audio – hint> We must delete juice first. Click the juice row to select it.

Sub CVB 1

<no audio> Create a food package for Brooke. Sub more CVB for juice. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Delete button.

Sub CVB 2

<no audio> Create a food package for Brooke. Sub more CVB for juice. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Yes button.

Sub CVB 3

Double-click to edit.

<no audio> Create a food package for Brooke. Sub more CVB for juice. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Double-click the Fruits and Vegetables row.

Sub CVB 4

Use the spin arrows.

<no audio> Create a food package for Brooke. Sub more CVB for juice. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Hover over the quantity field and the spin arrows display. Click the up arrow.

Sub CVB 5

Click below the scroll bar.

<no audio> Create a food package for Brooke. Sub more CVB for juice. Follow any cues that display. Click anywhere for a hint.

Save 2

<no audio> Create a food package for Brooke. Sub more CVB for juice. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Save button.

Age categories and issuing

Finish prescription 3

Verify everything looks correct, and it does.

Brooke is almost 2 years old and if we were to issue benefits...

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

Age category

...we would be unable to issue her third set because we don't have a food package for that age category.

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

Create child DFP 2

Age category 1

We wrote down her birthdate earlier, which is 11/15/21.

We want to create a food package with an Effective Date of 11/15/23, her two-year birthdate.

Go ahead and do that. Following any cues that display. Click anywhere for a hint.

<no audio> Create another food package for Brooke's 2-year birthdate. Follow any cues that display.

<audio – hint> Click the Add Food Prescription button.

Age category 2

Use the calendar icon.

<screen description – no audio> Brooke 11/15/21.

<no audio> Create another food package for Brooke's 2-year birthdate. Follow any cues that display.

<audio – hint> Click the Calendar Control icon in the Effective Date field.

Age category 3

<screen description – no audio> Brooke 11/15/21.

<no audio> Create another food package for Brooke's 2-year birthdate. Follow any cues that display.

<audio – hint> Click the right arrow or Next icon.

Age category 4

<screen description – no audio> Brooke 11/15/21.

<no audio> Create another food package for Brooke’s 2-year birthdate. Follow any cues that display.

<audio – hint> Select the 15th.

Age category 5

<screen description – no audio> Brooke 11/15/21.

<no audio> Create another food package for Brooke’s 2-year birthdate. Follow any cues that display.

<audio – hint> Click the Use Default button.

Age category 6

<no audio> Create another food package for Brooke’s 2-year birthdate. Follow any cues that display.

<audio – hint> We must delete juice first. Click the juice row to select it.

Age category 7

<no audio> Create another food package for Brooke’s 2-year birthdate. Follow any cues that display.

<audio – hint> Click the Delete button.

Age category 8

<no audio> Create another food package for Brooke’s 2-year birthdate. Follow any cues that display.

<audio – hint> Click the Yes button.

Age category 9

Double-click to edit.

<no audio> Create another food package for Brooke’s 2-year birthdate. Follow any cues that display.

<audio – hint> Double-click the Fruits and Vegetables row.

Age category 10

Use the spin arrows.

<no audio> Create another food package for Brooke’s 2-year birthdate. Follow any cues that display.

<audio – hint> Hover over the quantity field and the spin arrows display. Click the up arrow.

Age category 11

Click below the scroll bar.

<no audio> Create another food package for Brooke’s 2-year birthdate. Follow any cues that display.

Save 3

<no audio> Create another food package for Brooke’s 2-year birthdate. Follow any cues that display.

<audio – hint> Click the Save button.

Add infant DFPs

Switch member 1

Again, we verify everything looks correct and it does.

Moving on.

We have one more member, Clyde, for whom we have to create food packages.

Go ahead and start creating today’s default food package for Clyde. Click for hints.

<audio – hint> Click the Participant Menu (participant’s name in header).

Switch member 2

<no audio> Start creating today’s default food package for Clyde. Click for hints.

<audio – hint> Select Dale, Clyde from the Other Household Members list.

<Waiting>

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

Add infant DFPs 1

<no audio> Start creating today’s default food package for Clyde. Click for hints.

<audio – hint> Click the Add Food Prescription button.

Add infant DFPs 2

<no audio> Start creating today’s default food package for Clyde. Click for hints.

<audio – hint> Click the Use Default button.

Add infant DFPs 3

For infants, we must select the formula food item.

Click the dropdown and select the appropriate formula.

WIC STAFF: These are the powdered formulas WIC provides. Are you using any of these right now?

PARTICIPANT: “Yep. That one.”

Add Infant DFPs 4

<no audio> Click the dropdown and select the appropriate formula.

<audio – hint> Select the WIC Contract Formula – Powder.

Add Infant DFPs 5

The appropriate default quantity for the infant’s Breastfeeding Amount and Age Category as of the Effective Date displays.

Non-breastfeeding infants always receive the maximum number of cans of formula.

Add Infant DFPs 5A

The calculator indicates the maximum number of reconstituted ounces, or ounces once the formula is mixed with water.

We review reconstituted ounces and their impact on food packages in the Adjust Benefits training modules, so we won’t do so here.

Add Infant DFPs 6

Since MN WIC always rounds formula down to the full can, and not up, we will often have some remaining ounces.

Go ahead and save the default food package.

<no audio> Click the Save button.

Add infant DFPs 7

We have 4 more food packages to create for Clyde; one for his 4-5, 6-8, 9-11 and we'll create the child food package as well.

When we create them, let's type the Effective Dates instead of using the Calendar Control icon.

We also jotted down Clyde's birth date of 7/15/23.

Go ahead. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Add Food Prescription button.

Add infant DFPs 8

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde's DOB 7/15/23.

<no audio> Click three times (into the Effective Date field).

Add infant DFPs 9

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde's DOB 7/15/23.

<no audio> Type date with format: mm/dd/yy

<audio – hint> Type 11/15/23 into the Effective Date field.

Add infant DFPs 10

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Use Default button.

Add infant DFPs 11

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Food Item dropdown.

Add infant DFPs 12

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Select WIC Contract Formula powdered.

Add infant DPFs 13

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Save button.

Add infant DPFs 14

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<screen description – no audio> Green “Changes saved” banner displays.

<audio – hint> Click the Add Prescription button.

Add infant DPFs 15

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde’s DOB 7/15/23.

<no audio> Click three times (into the Effective Date field).

Add infant DPFs 16

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde’s DOB 7/15/23.

<no audio> Type date with format: m/dd/yy

<audio – hint> Type 1/15/24 into the Effective Date field.

Add infant DPFs 17

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Use Default button.

Add infant DPFs 18

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Food Item dropdown.

Add infant DPFs 19

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Select WIC Contract Formula - Powder.

Add infant DPFs 20

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Save button.

Add infant DPFs 21

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<screen description – no audio> Green “Changes saved” banner displays.

<audio – hint> Click the Add Prescription button.

Add infant DPFs 22

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde’s DOB 7/15/23.

<no audio> Click three times (into the Effective Date field).

Add infant DPFs 23

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde’s DOB 7/15/23.

<no audio> Type date with format: m/dd/yy

<audio – hint> Type 4/15/24 into the Effective Date field.

Add infant DPFs 24

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Use Default button.

Add infant DPFs 25

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Food Item dropdown.

Add infant DPFs 26

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Select WIC Contract Formula - Powder.

Add infant DPFs 27

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Save button.

Add infant DPFs 28

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<screen description – no audio> Green “Changes saved” banner displays.

<audio – hint> Click the Add Prescription button.

Add infant DFPs 29

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde’s DOB 7/15/23.

<no audio> Click three times (into the Effective Date field).

Add infant DPFs 30

<no audio> Create Clyde’s 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde’s DOB 7/15/23.

<no audio> Type date with format: m/dd/yy

<audio – hint> Type 7/15/24 into the Effective Date field.

Add infant DPFs 31

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Use Default button.

Add infant DPFs 32

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Save button.

End Review

We've completed creating the food packages for this household and would now be able to issue benefits.

We'll continue reviewing Food Prescriptions in the next training module.

Click the button to continue.

Test Your Knowledge

T/F Q#1

True or False?

We should always use the Use Default button when creating food prescriptions.

Answer #1

The answer is True.

The Use Default button will provide the appropriate quantities and food items based on the participant's WIC Category, Age Category, Breastfeeding Amount, and assigned Risk Factors, and should always be used when creating food prescriptions.

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

May 2026 – Phase 3 food package changes. (NOTE: This used to be Food Prescription 1B but had to divide 1A into shorter modules so Create and Modify is now 1C.)

July 2025 – updated milk, CVB, formula food items; added content about new general WIC contract formula – powdered food item (June 2025 food package changes).

October 2023 – original version.

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

This institution is an equal opportunity provider.