

Issue Benefits 2A – System Cycle Adjust - WINNIE Online Training Module

REVISED MAY 2025

Introduction

Intro

This online training module is provided by the Minnesota (MN) Department of Health WIC Program. It's an overview of system cycle adjustment in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being September 23, 2023.

Overview 1

When a new member is added to an existing household, their benefit cycle is synced to the existing household cycle.

This usually results in a partial prorated benefit set, often referred to as a “partial package”, that has a Printed First Date Use, or PFDTU, of their certification date and the same Last Date to use, or LDTU, as the household's cycle.

This ensures that their next set of benefits is completely synced with the household cycle.

<Transition Slide>

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

Scenario 1

We are working in the Issue Benefits page for Tally Hoe.

She and her mother, Heidi, were certified today.

Heidi was certified as a non-breastfeeding postpartum woman and Tally as a fully formula fed infant.

Scenario 2

Heidi participated in WIC during her pregnancy.

Her benefit cycle was the 28th to the 27th and her last set was issued in July for August.

What do we do if we want to see Tally's Additional Information? Go ahead. Click anywhere for a hint.

<audio – hint> Click on Tally's row in the Household Member Information grid.

Scenario 3

Since Tally is a just-certified infant, she's never been issued benefits and the system needs to ensure two things: one, as a newly certified participant she receives food benefits today and, two, that as a new member of the household her cycle is synced to the household.

Scenario 4

Heidi is being issued September benefits early, as well as October and November.

Let's collapse Heidi's issuance card to view all of Tally's.

Syncing Packages 1

The first prorated benefit with a PFDTU of today's date, 9/23, that ends on the household cycle's last LDTU, 9/27, is the syncing partial package.

Syncing Packages 2

The next set that begins on the household cycle's PFDTU for this month, 9/28, is Tally's full set for September.

Syncing Packages 3

These two benefit sets are her September benefits and are considered just one month's worth of benefits.

When a partial package and a full benefit set are suggested by the system, they should always be issued together; we should never issue just the partial package.

Syncing Packages 4

It may seem like a lot of food benefits to provide for a short period of time, but it is completely appropriate and expected that these partial syncing packages be issued to certified participants.

Let's collapse Tally's benefits card as well.

Issue Benefits 1

Go ahead and issue the benefits. Click anywhere for hints.

<audio – hint> Click the Issue Benefits button.

<Waiting>

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

Issue Benefits 2

Despite having verified the food packages during the certification, we always want to skim the food items and quantities on this modal to make sure everything looks right.

Click below the scroll bar.

Issue Benefits 3

<no audio> Issue the benefits. Click anywhere for hints.

<audio – hint> Click the Send eWIC Data button.

<Waiting>

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

Issue Benefits 4

Heidi uses the app and doesn't want the shopping list so we can just close the modal.

WIC STAFF: Would you like me to print a Shopping List for you?

PARTICIPANT: "No thanks. I use the app."

<Waiting>

<screen description – no audio> Spin icon displays.

<Transition Slide>

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

System Cycle Adjust 1

For most new households the benefit cycle starts on the date the first member was initially certified, except for those first certified on the 29th, 30th or 31st of a month.

System Cycle Adjust 2

Since the number of days in a month varies, we can't have a cycle with a PFDTU of the 31st if there isn't a 31st every month.

System Cycle Adjust 3

And February, with its 28 days and leap years, made creating a consistent cycle tricky.

System Cycle Adjust 4

To accommodate for all this calendar variation, the system does the following:

System Cycle Adjust 5

For January certifications: new households certified between the 29th and 31st, have a January PFDTU of their cert start date and LDTU of February 27th.

Click the button to continue.

System Cycle Adjust 6

Every month after that their PFDTU is the 28th and their LDTU is the 27th.

System Cycle Adjust 7

For all other months, if the household's initial cert is between the 29th and 31st, they receive a partial package with the PFDTU of their cert start date and the LDTU of the last date of the month for their initial benefit set.

Click the button to continue.

System Cycle Adjust 8

For every month after, WINNIE will shift their cycle to the first and last date of each month.

Click the button to continue.

System Cycle Adjust 9

There's one last very common cycle adjustment scenario we need to address: new members being added to an existing household's cycle in which the current members are being issued late for the previous month.

Our example is going to be a postpartum mom and her baby.

Postpartum mom has not received benefits for August and her cycle is the 9th to the 8th.

Mom and her new baby are certified on September 5th.

When the Multiple PFDTU Dates Available modal displays for mom, we always select late issuance.

System Cycle Adjust 10

Mom is issued late August benefits with a PFDTU of August 9, an FDTU of September 5th, and an LDTU of September 8th.

She is included in the Participation Count for August because she has a PFDTU in August.

System Cycle Adjust 11

Baby is issued a partial package for September and her PFDTU and FDTU for that set is September 5th.

She is not counted for August.

New members cannot be counted for months they weren't certified.

Click the button to continue.

Test Your Knowledge

T/F Q#1

True or False?

We could have a first benefit set with a PFDTU and LDTU of the 31st for a newly certified household.

Answer #1

The answer is True.

If members of a new household are certified on the 31st of a month, the first benefit set will be a partial package and have a PFDTU and LDTU of the 31st.

After the first set, the system will shift their cycle so that it is from the 1st to the last date of each month.

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 2025 – Updated soy beverage rows to WIC-allowed milk food item, formula to WIC-allowed contract formula-powdered (Food Package Update – June 2025); CVB to current amount of \$47; and completed final review/corrections of all slides.

September 2023 – Original version.

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