

Issue Benefits 4C – Age Categories - 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 is a look at issuance when age categories change in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being September 28, 2023.

Overview 1

Infants and children must have food prescriptions with an Effective Date of any age category change that is occurring during the issuance period for those sets to be suggested.

In WINNIE, it's their age as of the First Date to Use, FDTU, **not** the Printed First Date to Use, or PFDTU, that determines which age category they will be issued for.

<Transition Slide>

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

Scenario 1

We are completing a remote nutrition visit with the Booke family whose cycle is the 16th to the 15th, so they are overdue for their September benefits.

Scenario 1A

Anita is breastfeeding, which according to Anita is going great.

Click on Rita's card and review her details then Tex's card.

WIC STAFF: How is breastfeeding going...?

PARTICIPANT "Everything is going great! Started pumping when at work and that's going better than I..."

Scenario 2

<no audio> Click on Rita's card and review her details then Tex's card.

Scenario 3

Notice that Tex hasn't received any benefits yet, so we can assume he is most likely fully breastfeeding.

He turned 6 months on 9/22, which was 6 days **after** the September cycle's PFDTU of 9/16.

Double-click on Tex's card to open his Participant Folder.

<Waiting>

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

Alert 1

Review then close the alert.

Scenario 4

As always, where do we go first for breastfeeding infants before issuing? Go ahead.

<no audio> Where do we go first for breastfeeding infants before issuing? Click anywhere for a hint.

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

<Waiting>

<screen description – no audio> Spin icon displays.

Health Information 1

Click into the field we need to update.

<audio – hint> Click into the Breastfeeding Verified Date field.

Health Information 2

We've done this a number of times. This time, we're going to update Tex's Breastfeeding Verified Date behind the scenes.

<screen description – no audio> Slide transitions to 9/28/23 Breastfeeding Verified Date with Save banner.

Food Prescription 1

Let's take a look at his food prescription.

<no audio> Select Food Prescription from the sidebar.

<Waiting>

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

Food Prescription 2

He has a 6-month food prescription with an Effective Date of 9/22.

Go ahead and expand it.

Food Prescription 3

As we talk with mom about the food being provided to Tex this month, we also check in about her food package, as well as Rita's.

WIC STAFF: You'll be getting some jarred baby fruits, vegetables, and meats along with baby cereal for Tex this month...

WIC STAFF: Do you have any questions or concerns about the foods you and Rita are getting from WIC...?

Food Prescription 4

After talking with Anita about her questions and providing nutrition education, we are ready to issue benefits.

Open the page.

<no audio> Select Issue Benefits from the sidebar.

PARTICIPANT: "Couple of questions about starting Tex on foods but everything else is good..."

WIC STAFF: Let's talk about that...

<Waiting>

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

Issue Benefits 1

Let's look at Tex's benefit sets. Click below the scroll bar.

Issue Benefits 2

Tex's first set begins with a PFDTU and FDTU of today.

It's a full set because infant proration does not begin until there are only 15 days left in the cycle.

Issue Benefits 3

He is being issued the 6-month food package because although his 6-month birthday falls after the household cycle's PFDTU, he is 6 months old as of the FDTU, or when the benefits are being issued.

In WINNIE, age categories for benefits issued are observed based on the FDTU.

Issue Benefits 4

Go ahead and issue, following any cues that display then return to Demographics.

<audio – hint> Click the Issue Benefits button.

Issue Benefits 5-6

<no audio> Issue, clicking below the scroll bar to review the food items. Complete the issuance and return to Demographics.

<audio – hint> Click below the scroll bar.

Issue Benefits 7

<no audio> Issue, clicking below the scroll bar to review the food items. Complete the issuance and return to Demographics.

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

<Waiting>

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

Issue Benefits 8

<no audio> Issue, clicking below the scroll bar to review the food items. Complete the issuance and return to Demographics.

<audio – hint> Click the Close button.

<Waiting>

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

End Scenario

<screen description – no audio> Slide transitions to Test Your Knowledge slide.

Test Your Knowledge

Y/N Q#1

An infant was born on 1/15. The household cycle is the 13th to the 12th. In October, benefits are issued on the PFDTU. Does the infant receive the 9-month food package?

Answer #1

The answer is No.

The infant either has to be 9 months on or before the PFDTU if the benefits are issued on the PFDTU or 9 months old on or before the FDTU if the benefits are issued late.

Since the infant doesn't turn 9 months old until 2 days after the PFDTU, the infant cannot get the 9-month food package if the benefits are issued on the PFDTU.

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 – Revised Health Information with Environmental Tobacco Smoke Exposure changes (Release 3.4.1); updated skim/fat-free milk to WIC-allowed milk food (Food Package Update – June 2025); and completed final review/corrections of all slides.

September 2023 – Original version.

ISSUE BENEFITS 4 C

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.

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