

# Issuing Formula – FBF Infants < 6 Mo. (BF Change)

## Infants LESS THAN 6 Months Old



### Infants Less than 6 Months Old Changing from FBF

- Update **BF information** in *Health Info* tab, change tabs and save changes to create new food packages for baby and mom

### Women with Infants Less than 6 Months Old Changing from FBF

#### Assess Redemption of Current Benefits

- Just mom and baby in household? Check Account Balance
  - Click **Benefit Management** menu
  - Select **Print EBT Account Balance**
  - Click **OK** on *Generate Account Balance Report* dialogue
  - Compare quantity of current issued food items to quantities in future benefits (decreased quantities = redemption)
- More than mom and baby in household? Check Redemption Activity
  - Click **Benefit Management** menu
  - Select **EBT Transaction History**
  - Type **PFDTU of current set of benefits** into *Start Date* field
  - Click **Redemption Activity** radio button
  - Click **Search** button
  - Click each row displayed then the **View Details** button – **does MOM have any redemption activity?**

#### No Redemption of Mom's Food Benefits → Void Current and Future Benefits

- In mom's Participant Folder, click **Benefit Management** menu
- Select **Food Adjustment Wizard**
- Click **Void Current and Future Benefits** radio button
- Click **OK** (or press Enter on keyboard)
- Click **Yes** on confirmation message
- Click **OK** (or press Enter) on "successfully voided" message
- Tailor mom's default food package created by system when BF Amount was changed
- Click **Issue Benefits** icon and re-issue current and future benefits to baby and mom (if still eligible)
- Print Account Balance** (since other members of household may have redemption): Benefit Management menu >> Print EBT Account Balance >> Send to Printer >> OK or refer to My MN WIC App >> Benefits >> Current or Future Benefits

#### Redemption of Mom's Food Benefits → Void Future Benefits (mom keeps current benefits as is)

- In mom's Participant Folder, click **Benefit Management** menu
- Select **Food Adjustment Wizard**
- Click **Void Future Benefits** radio button
- Click **OK** (or press Enter) to open the *Identify Benefits to Void* screen
- Click the **checkboxes** in the *Selected* column to void the future month's benefits
- Click **Send EBT Data** button
- Click **OK** (or press Enter) on *Identify Benefits to Void* message
- Tailor mom's default food package created by system when BF Amount was changed
- Click **Issue Benefits** icon and re-issue current benefits to baby and future benefits to mom (if still eligible) and baby
- Print Account Balance** (since other members of household may have redemption): Benefit Management menu >> Print EBT Account Balance >> Send to Printer >> OK or refer to My MN WIC App >> Benefits >> Current or Future Benefits