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
  o Click Benefit Management menu
  o Select Print EBT Account Balance
  o Click OK on Generate Account Balance Report dialogue
  o 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
  o Click Benefit Management menu
  o Select EBT Transaction History
  o Type PFDTU of current set of benefits into Start Date field
  o Click Redemption Activity radio button
  o Click Search button
  o 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