Assess Redemption for Current Benefit Set

- Open the Participant Folder
- 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 – any redemptions for this the FPIII participant?

No Redemption

- In Participant’s Folder: update **Date Food Package III Verified** in **Health Info** tab
- Click **Benefit Management** menu
- Select **Food Adjustment Wizard**
- Click **Yes** on the “Do you want to save...” message
- Click **Void Current and Future Benefits** radio button
- Click **OK** (or press Enter on keyboard)
- Click **Yes** on the **Food Adjustment Wizard** confirmation message
- Click **OK** (or press Enter) on the “Current and future benefits were successfully voided...” message
- In **Food Prescription** tab: create food prescription with decreased amount of formula and add infant foods
- In **Issue Benefits** screen: Re-issue benefits

Redemption of Formula ➔ Add Infant Solid Foods

- In Participant’s Folder: update **Date Food Package III Verified** in **Health Info** tab
- Click **Benefit Management** menu
- Select **Food Adjustment Wizard**
- Click **Yes** on the “Do you want to save...” message
- Click **Add Infant Solid Foods** radio button
- Click **OK** (or press Enter on keyboard) to open the **Return and Recover Formula** screen
  - This screen only affects the current month’s set of benefits
  - The sum of the **Amount Recovered** (cans to remove from card) column and the **Amount Returned** (purchased unopened cans returned to clinic) column must equal the **Amount Needed to Enable** column
  - If more than the maximum amount of formula allowed with infant foods has been redeemed/purchased then cans must be **returned** in order to issue infant foods (**Amount Returned** column cannot be zero)
- To return (purchased unopened cans returned to clinic)
  - Click inside the **Amount Returned** column to highlight it
  - Click inside again to display spin arrows
  - Increase to the number of cans being returned
    - If **Amount to Enable** column equal to zero (0), click **OK** to open the **Issue Formula and Infant Foods** screen
    - If less than the **Amount Needed to Enable**, continue with the next step “To recover”
To recover (remove cans from the card)
- Click inside the Amount Recovered column to highlight it
- Click inside again to display spin arrows
- Increase the amount until the Amount Needed to Enable column is zero (0)
- Click OK to open the Issue Formula and Infant Foods screen

Indicate the amount of formula and infant foods to be issued in the Issue Formula and Infant Foods screen
- All benefit sets show
- If CVB has been added for any of the benefits sets, the New Amount column for jars of baby Fruits and Vegetables must be decreased to 16
  - Click inside the New Amount cell in the jars baby Fruits and Vegetables row to highlight
  - Click inside the cell again for spin arrows
  - Use the spin arrows to decrease to 16 or double-click on the amount and type 16
  - Repeat the above three steps for all sets with CVBs

Click Send EBT Data button
- Click OK (or press Enter) on the Issue Formula and Infant Foods message