Assess Redemption for Current Benefit Set for MOM
- Open the infant’s 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 MOM?

Assess if Any Adjustments Made to Current Benefit Set for MOM
- Click Benefits History tab
- Expand any nodes associated with the current month’s set of benefits
- Are there any rows that display “Recovered - <quantity> - <date>”?

No Redemption or Redemption for Infant ➔ Add More Formula
- In infant’s Participant Folder: if increasing the formula changes the infant’s BF status, then update BF information in Health Info tab, change tabs and save changes to create new food packages for baby and mom (if still eligible)
- Click Benefit Management menu
- Select Food Adjustment Wizard
- Click Add More Formula radio button
- Click OK (or press Enter on keyboard) to open the Add Formula screen
  - Benefit Period will be all issued sets
  - Cans Available to Issue is maximum based on amount already issued, infant’s BF Amount and age, and is PRORATED based on proration of original issuance
- *Click inside the current set’s cell in the Additional Cans column to highlight it
- *Click the same cell again to display spin arrows
- *Double-click and type, or use the spin arrows, to increase the number of cans to the appropriate number
- Repeat the last 3 steps (*) for each benefit set displayed
- Click the Send EBT Data button
- Click OK (or press Enter) on the Add Formula message

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
- If mom is still eligible for food benefits:
  - 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 mom
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 or Adjustment Made to Mom’s Food Benefits ➔ Void Future Benefits (mom keeps current)

- 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
- If mom is still eligible for food benefits:
  - Tailor mom’s default food package created by system when BF Amount was changed
  - Click Issue Benefits icon and re-issue future benefits to mom

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