

# Adding Formula when No WIC Formula/Foods Originally Issued (Cheat Sheet)

DECEMBER 6, 2023

The No WIC Formula/Foods Issued item must be direct shipped when originally issued. The quantity is 1.0. These steps are for an infant receiving formula.

## STEP 1: Create a New Food Prescription

- Create a food prescription with the formula that will be issued for the future months.

## STEP 2: Void FUTURE Benefits

- Open the Food Adjustment Wizard.
- Click the Void Future Benefits radio button and click OK.
- Click the checkboxes in front of any future benefit sets.
- Click the Send EBT Data button and click OK on “success” message.

## STEP 3: Change Food Already Issued for the Current Month

The quantity for the No WIC Formula/Food Item is 1. This step addresses **returning the “1 can” issued and replacing it with 1 can of formula.**

- Open the Food Adjustment Wizard.
- Change a Food Already Issued is default selected. Click OK.
- Select FORMULA from the Food Category dropdown and click OK.
- Use the up-spin arrow to increase the quantity to 1 and click OK.
- Select the formula and click OK.
  - If Special Formula, complete Special Prescription Item information as appropriate.
- Click the Send EBT Data button and click OK on “success” message.

## STEP 4: Add More Formula for the Current Month

- Open the Food Adjustment Wizard
- Click the Add More Formula radio button and click OK.
- Enter the appropriate quantity based on the *Cans Available to Issue* column.
- Click the Send EBT Data button and click OK on “success” message.

## STEP 5: Issue Formula for Future Months

- Using Issue Benefits, issue benefits with the appropriate formula for future months.

ADDING FORMULA WHEN NO WIC FORMULA/FOODS ORIGINALLY ISSUED  
(CHEAT SHEET)

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