


Important! Slow down and make sure you know what food instruments are for future benefits. Only future benefits can be voided and reissued. If you void current benefits, you risk losing participant benefits. Please pay close attention to dates before every voiding anything.



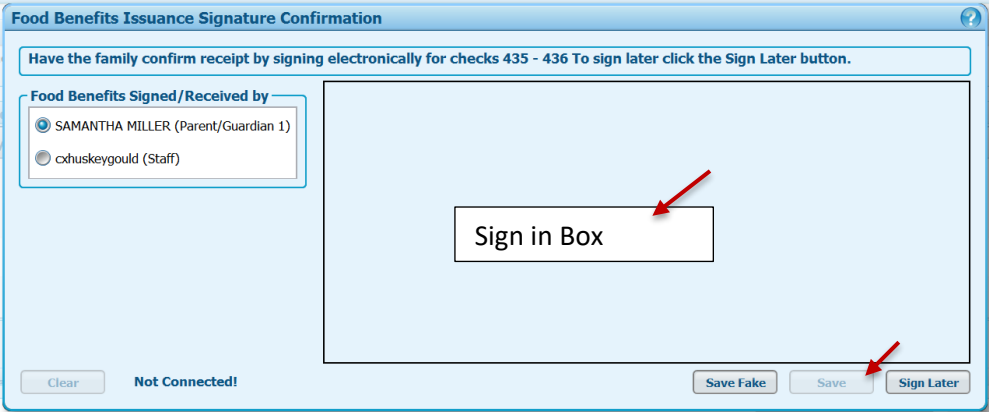

For policy, please see Cascades Policy and Procedure Manual Volume 1, [Chapter 22 Issue WIC Food Benefits](#) and [Chapter 23 WIC Foods](#).

Steps	Cascades Screen																														
<p>1. Voiding Future Benefits:</p> <ul style="list-style-type: none"> Select Food Instrument List. Select Search. <p>Tip: If there is too much data to sort through, change From Date in Search Criteria.</p> <ul style="list-style-type: none"> Look at First Date to Spend. <ul style="list-style-type: none"> In this example, June and July represent our future benefits. Check the box next to each set of benefits you need to void. Select Void Selected. Confirm Action will appear: <ul style="list-style-type: none"> Select Reason. Select Void. 	<p>Issue Benefits</p> <ul style="list-style-type: none"> Prescribe Food Issue Food Instruments Food Instrument List Replace Current Benefits Exchange/Increase Formu <p>Search Criteria</p> <p>Exact <input type="radio"/> Range <input type="radio"/> Issue Date <input checked="" type="radio"/></p> <p>From Date: 2/1/2019 To Date: 6/12/2019 Search</p> <p>Family Food Instruments</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Serial #</th> <th>First Date to Spend</th> <th>Last Date to Spend</th> <th>Status</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>405</td> <td>5/31/2019</td> <td>6/29/2019</td> <td>Redeemed</td> <td>5/31/2019</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>406</td> <td>6/30/2019</td> <td>7/30/2019</td> <td>Issued</td> <td>5/31/2019</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>407</td> <td>7/31/2019</td> <td>8/30/2019</td> <td>Issued</td> <td>5/31/2019</td> </tr> </tbody> </table> <p>Print Shopping List Void Selected Replace Cancel</p> <p>Confirm Action</p> <p>FIs to be Voided Total Items: 2</p> <table border="1"> <thead> <tr> <th>Serial #</th> </tr> </thead> <tbody> <tr> <td>406</td> </tr> <tr> <td>407</td> </tr> </tbody> </table> <p>Reason <input type="text"/></p> <p>Void Cancel</p> <p>Reasons for Voiding</p> <ul style="list-style-type: none"> Damaged Reprinted Lost Stolen Client Moved/Returned Office Error Custody Change Food Prescription Change Force Pay Not Used - Compliance Investigation <p>Confirm Action</p> <p>FIs to be Voided Total Items: 2</p> <table border="1"> <thead> <tr> <th>Serial #</th> </tr> </thead> <tbody> <tr> <td>406</td> </tr> <tr> <td>407</td> </tr> </tbody> </table> <p>Reason <input type="text" value="Food Prescription Change"/></p> <p>Void Cancel</p>	<input type="checkbox"/>	Serial #	First Date to Spend	Last Date to Spend	Status	Issue Date	<input type="checkbox"/>	405	5/31/2019	6/29/2019	Redeemed	5/31/2019	<input checked="" type="checkbox"/>	406	6/30/2019	7/30/2019	Issued	5/31/2019	<input checked="" type="checkbox"/>	407	7/31/2019	8/30/2019	Issued	5/31/2019	Serial #	406	407	Serial #	406	407
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<p>2. Confirm Benefits Voided:</p> <ul style="list-style-type: none"> Select Issue Food Instruments. In the Family Issuance Members container: <ul style="list-style-type: none"> The word FULL means the full amount of benefits are available for issuance. <p>In this example: If we see the word Full in the container for June and July, we know the benefits voided successfully.</p> <p>If not, it would still say Issued.</p>	<p>Issue Benefits Prescribe Food Issue Food Instruments</p> <p>Issue Food Instruments</p> <p>Configuration</p> <p>Family Issuance Day: 31 Issuance Frequency: 3 Month(s)</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Participant</th> <th>Certification End Date</th> <th>May</th> <th>Jun</th> <th>Jul</th> </tr> </thead> <tbody> <tr> <td>Pregnant</td> <td>SAMANTHA MILLER</td> <td>1/31/2020</td> <td>Issued</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>Infant</td> <td>TIM MILLER</td> <td>11/30/2019</td> <td>Issued</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>Child</td> <td>JACK MILLER</td> <td>5/31/2020</td> <td>Issued</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>Child</td> <td>SARA MILLER</td> <td>5/31/2020</td> <td>Issued</td> <td>Full</td> <td>Full</td> </tr> </tbody> </table>	Category	Participant	Certification End Date	May	Jun	Jul	Pregnant	SAMANTHA MILLER	1/31/2020	Issued	Full	Full	Infant	TIM MILLER	11/30/2019	Issued	Full	Full	Child	JACK MILLER	5/31/2020	Issued	Full	Full	Child	SARA MILLER	5/31/2020	Issued	Full	Full
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<p>3. Food Prescription (Rx):</p> <ul style="list-style-type: none"> Select Prescribe Food. Make sure the correct participant icon is selected in the family carousel. If not, select the correct icon. <p>In this example, we need to change Katie's food Rx.</p>	<p>Issue Benefits Prescribe Food Issue Food Instruments</p> <p>MILLER Family Family ID: F00100000301 310 MAINS ST BENGE, WA 99105</p> <p>SAMANTHA TIM KATIE JACK SARA</p> <p>Note: The Participant icon will show a gray looking box around it if selected.</p>																														

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<ul style="list-style-type: none"> Select the most current Rx date that will affect the months you are replacing. <p>In this example we want to issue June and July benefits, so we need to edit the 6/14/19 Rx.</p>	<div data-bbox="575 253 1829 418"> <p>Food Prescription</p> <p>6/14/2019 12 to 23 Months</p> <p>Food Prescription Date: 6/14/2019 + WIC Category: Child Age Category: 12 to 23 Months Family Issuance Day: 31 Issuance Frequency: 3 Month(s)</p> </div> <div data-bbox="575 461 850 565"> <p>Food Prescription Date: 6/14/2019 +</p> </div> <div data-bbox="961 467 1654 574"> <p>Note: Only start a new Rx if you can't edit the most current Rx.</p> </div>																											
<p>4. Revise Food Rx:</p> <p>Important! If current benefits also need to be replaced, don't make changes to food Rx. Instead see Cascade Step: Replace Current Benefits or you can lose participant benefits.</p> <p>If no current benefits need to be replaced, continue with revision.</p> <p>In this example, Katie is a 1 yr. old child. She needs soy instead of whole milk. This is allowed if soy is called out in benefits.</p> <ul style="list-style-type: none"> Under Add Item to Food Prescription: <ul style="list-style-type: none"> Category = Milk 1% Nonfat, Soy. Subcategory = Soy-based beverage. 	<div data-bbox="575 607 1906 662"> <p>Food Prescription Date: 6/14/2019 + WIC Category: Child Age Category: 12 to 23 Months Family Issuance Day: 31 Issuance Frequency: 3 Month(s)</p> </div> <div data-bbox="575 688 1906 1019"> <p>Food Prescription Items</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Fruit & Vegetables Cash Value</td> <td>Fruit and Vegetables - Cash Value Voucher</td> <td>\$8.00</td> </tr> <tr> <td>Bread/Whole Grains</td> <td>Whole Wheat Bread or Whole Grains</td> <td>32</td> </tr> <tr> <td>Eggs</td> <td>Eggs - all WIC</td> <td>1</td> </tr> <tr> <td>Legumes</td> <td>Peanut Butter/Beans All WIC</td> <td>1</td> </tr> <tr> <td>Cheese or Tofu</td> <td>Cheese - all WIC</td> <td>1</td> </tr> <tr> <td>Milk - whole</td> <td>Milk - Whole All WIC</td> <td>3.25</td> </tr> <tr> <td>Breakfast Cereal</td> <td>Cereal All WIC -hot /cold</td> <td>36</td> </tr> <tr> <td>Juice - 64 oz</td> <td>Juice - All WIC - 64 oz carton</td> <td>2</td> </tr> </tbody> </table> </div> <div data-bbox="575 1062 1906 1208"> <p>Add Item to Food Prescription</p> <p>Category: Milk 1% Nonfat, Soy Subcategory: Soy-based beverage Quantity: 3.25 Max / Med Max: 4 / 4 UOM: Gallon</p> <p>Add Item Clear</p> </div> <div data-bbox="575 1224 1906 1461"> <p>Milk Scenarios:</p> <ul style="list-style-type: none"> Children 1 year of age - Keep <i>whole milk</i> or add <i>soy-based beverage</i>. No other low-fat milk options are allowed without medical need (see policy). Children 2-5 and adults - Select <i>Milk or Soy (1% & Nonfat) All WIC</i>. Participants will have flexibility to choose milk types (soy, low fat goat/cow, lactose free) at the store. </div>	Category	Subcategory	Quantity	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Voucher	\$8.00	Bread/Whole Grains	Whole Wheat Bread or Whole Grains	32	Eggs	Eggs - all WIC	1	Legumes	Peanut Butter/Beans All WIC	1	Cheese or Tofu	Cheese - all WIC	1	Milk - whole	Milk - Whole All WIC	3.25	Breakfast Cereal	Cereal All WIC -hot /cold	36	Juice - 64 oz	Juice - All WIC - 64 oz carton	2
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<ul style="list-style-type: none"> ○ Enter Quantity. ○ Select Add Item. ● Review Milk Substitution Calculator: <ul style="list-style-type: none"> ○ You want Milk Remaining to = 0 <p>In this example it = 0, so we are good to go.</p> ● Select Save. 	<ul style="list-style-type: none"> ● MDF - Don't add any MDF unless prompted by Cascades. <div data-bbox="579 342 1619 461" style="border: 1px solid black; padding: 5px;"> <p>Milk Substitution Calculator</p> <table border="1"> <thead> <tr> <th>Total Milk Available</th> <th>Milk Prescribed</th> <th>Total Milk Substituted</th> <th>Milk Remaining</th> <th>Unit of Measure</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>3.25</td> <td>0.75</td> <td>0</td> <td>Gallon</td> </tr> </tbody> </table> </div> <div data-bbox="646 521 1253 589" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Medical Documentation Save Cancel</p> </div>	Total Milk Available	Milk Prescribed	Total Milk Substituted	Milk Remaining	Unit of Measure	4	3.25	0.75	0	Gallon																																												
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<p>5. Stop and Review Benefits:</p> <ul style="list-style-type: none"> ● You will be sent to the Issue Food Instrument screen. ● Slow down and verify the following: <ul style="list-style-type: none"> ○ Review dates; ○ Review foods listed. ● If the # of months is not correct: <ul style="list-style-type: none"> ○ Go to Issuance Frequency at the top of the page; ○ Select the  pencil icon to change it. 	<div data-bbox="569 727 1917 1036" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Verify # months listed are correct.</p> <table border="1"> <thead> <tr> <th>Food Category</th> <th>Subcategory</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td>Breakfast Cereal</td><td>Cereal All WIC -hot /cold</td><td>36</td></tr> <tr><td>Juice - 64 oz</td><td>Juice - All WIC - 64 oz carton</td><td>2</td></tr> <tr><td>Fruit & Vegetables Cash Value</td><td>Fruit and Vegetables - Cash Value Voucher</td><td>\$8.00</td></tr> <tr><td>Milk - Fat Reduced</td><td>Soy-based beverage</td><td>3.25</td></tr> <tr><td>Bread/Whole Grains</td><td>Whole Wheat Bread or Whole Grains</td><td>32</td></tr> <tr><td>Eggs</td><td>Eggs - all WIC</td><td>1</td></tr> <tr><td>Legumes</td><td>Peanut Butter/Beans All WIC</td><td>1</td></tr> <tr><td>Cheese or Tofu</td><td>Cheese - all WIC</td><td>1</td></tr> </tbody> </table> </div> <div data-bbox="569 1073 1917 1357" style="border: 1px solid black; padding: 5px;"> <p>FDTS: 7/31/2019 - LDTS: 8/30/2019</p> <table border="1"> <thead> <tr> <th>Food Category</th> <th>Subcategory</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td>Breakfast Cereal</td><td>Cereal All WIC -hot /cold</td><td>36</td></tr> <tr><td>Juice - 64 oz</td><td>Juice - All WIC - 64 oz carton</td><td>2</td></tr> <tr><td>Fruit & Vegetables Cash Value</td><td>Fruit and Vegetables - Cash Value Voucher</td><td>\$8.00</td></tr> <tr><td>Milk - Fat Reduced</td><td>Soy-based beverage</td><td>3.25</td></tr> <tr><td>Bread/Whole Grains</td><td>Whole Wheat Bread or Whole Grains</td><td>32</td></tr> <tr><td>Eggs</td><td>Eggs - all WIC</td><td>1</td></tr> <tr><td>Legumes</td><td>Peanut Butter/Beans All WIC</td><td>1</td></tr> <tr><td>Cheese or Tofu</td><td>Cheese - all WIC</td><td>1</td></tr> </tbody> </table> </div> <div data-bbox="1587 870 1776 1247" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Verify foods in each month are correct.</p> </div>	Food Category	Subcategory	Quantity	Breakfast Cereal	Cereal All WIC -hot /cold	36	Juice - 64 oz	Juice - All WIC - 64 oz carton	2	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Voucher	\$8.00	Milk - Fat Reduced	Soy-based beverage	3.25	Bread/Whole Grains	Whole Wheat Bread or Whole Grains	32	Eggs	Eggs - all WIC	1	Legumes	Peanut Butter/Beans All WIC	1	Cheese or Tofu	Cheese - all WIC	1	Food Category	Subcategory	Quantity	Breakfast Cereal	Cereal All WIC -hot /cold	36	Juice - 64 oz	Juice - All WIC - 64 oz carton	2	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Voucher	\$8.00	Milk - Fat Reduced	Soy-based beverage	3.25	Bread/Whole Grains	Whole Wheat Bread or Whole Grains	32	Eggs	Eggs - all WIC	1	Legumes	Peanut Butter/Beans All WIC	1	Cheese or Tofu	Cheese - all WIC	1
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<ul style="list-style-type: none"> If foods are not correct: <ul style="list-style-type: none"> Go back to Prescribe Foods screen and edit the Rx. 	
<p>6. Reissue Benefits:</p> <p>Once everything on the Issue Food Instrument screen is correct:</p> <ul style="list-style-type: none"> Select Issue at the bottom of the screen. 	
<p>7. Participant Signature:</p> <ul style="list-style-type: none"> Have the participant sign for benefits. Select Save. 	
<p>8. Food Instrument List:</p> <ul style="list-style-type: none"> The system will take you to the Food Instrument List. Status Message will appear. Select Search. 	

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<p>9. Print Shopping List:</p> <ul style="list-style-type: none"> Select Print Shopping List. A screen will appear with any downloads: <ul style="list-style-type: none"> Select open. Review shopping list closely to make sure dates and foods listed are correct. Select print icon. 	<p>Print Shopping List <input type="button" value="Void Selected"/> <input type="button" value="Replace"/></p> <p>View and track your downloads</p> <p>Name: Shopping List Remai...pdf Location: cascades-test.xr-wic.com Actions: Open Save</p> <p>Benefit Balance:</p> <table border="1"> <thead> <tr> <th>Benefit Month</th> <th>Serial Number</th> <th>Quantity</th> <th>UOM</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>6/30/19 thru 7/30/19</td> <td>405</td> <td>\$35.00</td> <td>\$\$\$\$</td> <td>Fruit and Vegetables - Cash Value Voucher</td> </tr> <tr> <td></td> <td>405</td> <td>1</td> <td>Pound</td> <td>Tofu</td> </tr> <tr> <td></td> <td>405</td> <td>104</td> <td>Ounce</td> <td>Whole Wheat Bread or Whole Grains</td> </tr> <tr> <td></td> <td>405</td> <td>4</td> <td>Dozen</td> <td>Eggs - all WIC</td> </tr> <tr> <td></td> <td>405</td> <td>5</td> <td>CTNR</td> <td>Peanut Butter/Beans All WIC</td> </tr> <tr> <td></td> <td>405</td> <td>24</td> <td>Ounce</td> <td>Baby Cereal - all WIC</td> </tr> <tr> <td></td> <td>405</td> <td>3.25</td> <td>Gallon</td> <td>Soy-based beverage</td> </tr> <tr> <td></td> <td>405</td> <td>10</td> <td>Gallon</td> <td>Milk Reduced Fat or Nonfat All WIC</td> </tr> <tr> <td></td> <td>405</td> <td>4</td> <td>Pound</td> <td>Cheese - all WIC</td> </tr> <tr> <td></td> <td>405</td> <td>3</td> <td>Gallon</td> <td>Milk - Whole All WIC</td> </tr> <tr> <td></td> <td>405</td> <td>135</td> <td>Ounce</td> <td>Cereal All WIC -hot /cold</td> </tr> </tbody> </table>	Benefit Month	Serial Number	Quantity	UOM	Description	6/30/19 thru 7/30/19	405	\$35.00	\$\$\$\$	Fruit and Vegetables - Cash Value Voucher		405	1	Pound	Tofu		405	104	Ounce	Whole Wheat Bread or Whole Grains		405	4	Dozen	Eggs - all WIC		405	5	CTNR	Peanut Butter/Beans All WIC		405	24	Ounce	Baby Cereal - all WIC		405	3.25	Gallon	Soy-based beverage		405	10	Gallon	Milk Reduced Fat or Nonfat All WIC		405	4	Pound	Cheese - all WIC		405	3	Gallon	Milk - Whole All WIC		405	135	Ounce	Cereal All WIC -hot /cold
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Cascades Steps – Replacing Future Benefits



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