



Cascades Steps Increase Formula Benefits



Important! This step sheet only applies to formula issued in Cascades, **not** formula issued via WIC checks. Please see [Transition Guidance – Replacing WIC Checks](#) for more information.

- This step sheet will help you increase formula for a participant when benefits for the current month have been issued and:
 - Greater than 7 days since First Date to Spend
 - Or**
 - Some benefits have been redeemed
- If an infant needs more formula and it < 7 days since first date to spend and no benefits redeemed you can use [Cascades Steps - Void and Reissue Benefits](#).
- Normally you only increase formula when working with partially BF infant.
- For policy see [Chapter 23 WIC Foods and Ch. 24 Medical Documentation](#)

Steps	Cascades Screen
<p>1. Breastfeeding Review: Staff must complete a BF review to assess:</p> <ul style="list-style-type: none"> • Does infant need formula? • How much formula is needed? <p>Please follow BF review process and stop here if no formula needed.</p>	<p>Note:</p> <ul style="list-style-type: none"> • Can only increase formula 2 times in a month for a breastfed infant. • See policy Chapter 15 for Breastfeeding review process.

<p>2. Select Infant Icon:</p> <ul style="list-style-type: none"> In family carousel, select infant's name. <p>Important! Always prescribe the infant's food package before the BF participant to prevent system errors.</p>	
<p>3. Update Infant Health Information:</p> <ul style="list-style-type: none"> Step A: In Quick Links, select Health Information. Step B: Under Breastfeeding Information, complete all BF and formula questions. <p>Note: BF Peer Counselors (BFPC) will document the same information in the BF Peer Counseling Care Plan section. Those responses will appear in Health Information. The CPA will verify information is correct.</p>	

<ul style="list-style-type: none"> • Step C: Select Save. 	
<p>4. Select BF Participant:</p> <ul style="list-style-type: none"> • In family carousel, select BF participant's name. 	
<p>5. Verify BF Participant Health Information:</p> <ul style="list-style-type: none"> • In Quick Links, select Health Information. • Review BF information. <p>You should see the same information you just entered into the infant's Health Information screen.</p> <ul style="list-style-type: none"> • If correct, select Save. 	

6. Create New Infant Prescription:

- In family carousel, select **infant's name**.
- In Quick Links, select **Prescribe Food**.
- Click plus (+) sign to create a new prescription.
- **DO NOT** make changes to the formula in the **Food Prescription Items** container.

Category	Subcategory	Quantity	Max / Med Max	UOM
			/	

Infant Formula				
Month	Jan	Jul	Aug	Total
Quantity	450	450	450	450 / 90
# Cans	5	5	5	15

7. Increase Formula:

- In Quick Links, select **Exchange/Increase Formula**.



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8. In the **Exchange/Increase Formula** screen:

In the **Select the Formula Being Returned** section:

- Select **Food Category** (in our example: *Infant Formula*).
- Select **Food Subcategory** (in our example: *Similac Advance, powder*).
- **Leave blank:** **Quantity in Hand** and **Quantity from EBT** blank.

In the **Select the Replacement Formula** section:

- Select **Food Category** (in our example: *Infant Formula*).
- Select **Food Subcategory** (in our example: *Similac Advance, powder*).
- Select **Save**.

▼ Exchange or Increase Formula

- Select the Formula Being Returned -

Food Category	Food Subcategory	Quantity in Hand	Quantity from EBT Account
Infant Formula (IF)	Similac Advance, powder	X	X
		Cans	Cans

- Select the Replacement Formula -

Food Category	Food Subcategory	Total Replaced Cans
Infant Formula (IF)	Similac Advance, powder	2

Cans Originally Issued: 0	Total Returned Cans: 0
RFO Newly Prescribed: 150.00	Cans Newly Prescribed: 2
	Cans After Proration: 0
	Total Cans: 2
	Total RFO: 180.00

Cascades will calculate how many additional cans are needed based on the formula intake reported on the **Health Information** screen.

Formula Wizard
Save →



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9. Confirm Formula Increased:

The system will redirect you to the **Food Instrument List** screen.

- **Status Message** will confirm benefits issued successfully.

- **Print Shopping List:**

- **Review and confirm** that family benefits now include new formula (Similac Advance).

If correct on shopping list, you know the benefits were successfully issued to the EBT account.

The screenshot shows the 'Family Food Instruments' interface. At the top is a table header with columns: Serial #, First Date to Spend, Last Date to Spend, Status, Issue Date, and Print Date. Below the header, a yellow status message box is displayed with the text: 'Food Instrument was issued successfully.' Below the status message are four buttons: 'Print Shopping List', 'Void Selected', 'Replace', and 'Cancel'. A red arrow points from the 'Print Shopping List' button to a highlighted row in the table below. The highlighted row contains the following data: '7/15/2019 thru 8/9/2019', '3905', '3 Can', and 'Similac Advance, powder'.

Serial #	First Date to Spend	Last Date to Spend	Status	Issue Date	Print Date
3905	7/15/2019 thru 8/9/2019		3 Can		Similac Advance, powder

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