

Change Issued Formula

Missouri cheat sheets cover MOWINS functionalities. The card should always be inserted before and after a change is made for the information to appear correctly on the card and in MOWINS. Users should be familiar with WIC policies. Please contact your technical assistance staff with questions.

Assess Redemption Activity for Current Benefit Set:

- Click the **Benefit Management** menu.
- Select **View EBT Transaction History**.
- Type the first (1st) day of the current month into Start Date field.
- Click the **Redemption Activity** radio button.
- Click **Search**.
- Click **View Details** to determine if the redemption activity is for the selected participant.

No Redemption Activity → Void Current and Future Benefits:

- Click the **Benefit Management** menu.
- Select **Food Adjustment Wizard**.
- Click the **Void Current and Future Benefits** radio button.
- Click **OK** (or press the Enter key on the keyboard).
- Click **Yes** on the confirmation message.
- Click **OK** (or press the Enter key on the keyboard) on the successfully voided message.
- In the *Food Prescription* tab:
 - Delete future food prescriptions.
 - Add new current and future food prescriptions.
- Click the **Issue Benefits** icon and re-issue current and future benefits.

Redemption Activity → Change a Food Already Issued:

- Click the **Benefit Management** menu.
- Select **Food Adjustment Wizard**.
- Click **OK** (or press the Enter key on the keyboard). The default radio button is **Change Food Already Issued**.
- Select **FORMULA** from *Food Category* drop-down.
- Click **OK** (or press the Enter key on the keyboard) to open the *Enter Return Quantity* dialogue.
- Type or use the spin arrows to enter the number of cans returned to the clinic. (The quantity returned can be 0.)
- Click **OK** (or press the Enter key on the keyboard) to open the *Select Formula* screen.
- Select the new formula being issued.
- Click **OK** (or press the Enter key on the keyboard).
- If applicable, complete the *Special Prescription Item* screen and click **OK**.

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- Verify the maximum number of cans that can be issued of the new formula displays in the *Cans to Issue* column. The quantity can be decreased, but not increased.
 - To decrease the quantity, click inside cell to highlight, and click in the cell again to display the spin arrows.
- Click **Send EBT Data** on the *Formula Replacement* screen.
- Click **OK** (or press the Enter key on the keyboard) on the *Formula Replacement* message.
- The system will automatically update future food packages with new formula.

Print Account Balance:

- Click the **Benefit Management** menu.
- Select **Print EBT Account Balance**.
- Select the **Send to Printer** radio button.
- Select **OK** (or press the Enter key on the keyboard).