

Food Package III – Add Infant Foods

Decrease Issued Formula and Add Infant Foods

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 → Add Infant Solid Foods:

- Update **Date Food Package III Verified** in the *Health Information* tab.
- Click the **Benefit Management** menu.
- Select **Food Adjustment Wizard**.
- Click **Yes** on the “Do you want to save?” message.
- Click the **Add Infant Solid Foods** radio button.
- Click **OK** (or press the Enter key on the keyboard) to open the *Return and Recover Formula* screen.
 - This screen only affects the current month’s set of benefits.
 - The sum of the *Amount Recovered* column and the *Amount Returned* column must equal the *Amount Needed to Enable* column.

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- Recover (cans removed from the card):
 - Click inside the *Amount Recovered* column to highlight it.
 - Click inside again to display spin arrows.
 - Increase to the number of cans being recovered.
 - If the *Amount Needed to Enable* is not equal to zero (0), continue with the next step “Return.”
- Return (cans returned to clinic):
 - Click inside the *Amount Returned* column to highlight it.
 - Click inside again to display spin arrows.
 - Increase to the number of cans being returned.
 - If *Amount to Enable* column is equal to zero (0), click **OK** to open the *Issue Formula and Infant Foods* screen.
- Indicate the amount of formula and infant foods to be issued in the *Issue Formula and Infant Foods* screen.
 - Click **Send EBT Data**.
 - Click **OK** (or press the Enter key on the keyboard).

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).