CASH VALUE BENEFIT (CVB) INCREASE

~Eligible participants should be issued the increased CVB for January through March 2022~

Reminders:
- New CVB item will expire March 31st, 2022.
- Update food packages for April 1st, 2022 to issue the standard CVB amounts.
- Only void if there have been NO REDEMPTIONS for that month.
- Do NOT void without the card present.
- If you have questions, contact the MOWINS Help Desk at 1-800-554-2544.

Identifying Households with CVB Benefits Issued:
This report can be sorted by CVB amount to identify which participants have been issued “standard” CVB’s instead of the increased CVB, by month. Local agencies should attempt to contact these participants to ask them to return to the local agency to have their eWIC card updated with the increased CVB amount.
- Go to the BiPortal web page.
- Log in with your designated username and password.
- Select “Local Agency Reports” on the left hand side of the screen.
- Click the Food/Formula tab.
- Choose the “CVB Issuance and Redemption” report.

Part One  ➔ Standard January Benefits Have Already Been Issued:
IMPORTANT: If no January benefits have been issued, proceed to Step Two.

Step One: Void the future benefits.
1. Update MOWINS by presenting the eWIC card in the card reader/writer.
2. Open the ‘Participant Folder.’
4. Select ‘Food Adjustment Wizard.’
5. Select ‘Void Future Benefits’.

6. Select ‘OK.’

7. Insert the eWIC card into the card reader/writer.

8. Select ‘OK.’

9. Identify and select the benefits to void.

10. Select ‘Send EBT Data’.

11. Select ‘OK.’
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Part Two  ➔ Add January Food Package

Step Two: Create a new food package for January 1, 2022.

1. Select the ‘Food Prescription’ tab.

2. Select ‘Add…’

3. Update the ‘Effective Date of Food Prescription’ to be “1/01/2021.”

4. Select ‘Use Default.’

   Note: Amounts will vary depending on the WIC category. The food package in the image below was added for a pregnant mother.

Select ‘OK.’