



Arizona Department of Health Services

Bureau of Nutrition and Physical Activity

HANDS WIC System

Detailed Functional Design Document

Food Package State

December 9, 2014

Version 1.0

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REVISION HISTORY

The chart below indicates revisions made to this document:

<u>Version</u>	<u>Name</u>	<u>Brief Description of Change</u>	<u>Published</u>
1.0	Chris Walker	Initial Draft	00-00-2014

1 OVERVIEW

This document is a detailed functional design document (DFDD) for the HANDS WIC System, concentrating on features associated with the available Food Package features available at the State level.

1.1 Food Package Configuration Features Summary

- Maintain a list of age ranges
- Maintain Client Category Groups, (IEN, IFF,IPN, etc.) by age range
- Maintain the Maximum allowed Cash Value for a given Client Category Group with effective start date
- Maintain list of available Product Code Types (Powdered, Condensed, Ready to Feed, etc.).
- Maintain list of available Container Codes (Carton, Bag, Can, etc.).
- Maintain list of available Formula Bases (Soy, Milk, etc.)
- Maintain list of available Units of Measure (U/M)
- Maintain a list of available Package types, (case of 6, 4 pack item, block cheese, etc.).
- Maintain list of available Food Group Categories (Milk, Juice, Cheese, Eggs, etc.) with effective start date
- Maintain list of available Food Subcategories for a given Food Group Category with Effective Start and End Dates
- Maintain a list of available Food Items for a given combination of Food Group Category and Food Group Category Subcategory with effective start and end dates. Food Items contain the generic Food Item details such as Unit size, type, form etc. used to describe the valid food product to purchase.
- Set the Monthly Maximum Cash value Amount associated with a given combination of Food Category, Food Category Subcategory and Food Item
- Set the food instrument issuance proration rate for a given combination of Client Category Code, Minimum/Maximum day's late and formula instrument or nonformula food instrument.
- Maintain a list of Federal Food Package Categories
- Maintain a list of available Food Packages

1.2 Food Benefit Features Summary

- Maintain a list of Food Instrument Void Reason Codes and associated Stop Pay and Reissue actions to take
- Issued Food Benefit Lookup
- Un-Void Food Benefits
- Void Un-Issued Food Benefits

2 AGE RANGES

The Age Ranges configuration page allow for the configuration of age ranges. The HANDS Category Groups Module¹ validates the Ar2 Begin Month and Ar2 End Month settings against the age ranges configured via this Age Ranges main page.

Navigation Path: Sys Admin / Food Benefits / Age Ranges

Date Modified	Modified By	Note	Active Flag	Begin Month	End Month	Date Created	Created By		
				13	24	12/23/1999	WICADM		
				12	23	01/10/2000	WICADM		
				24	35	01/10/2000	WICADM		
				36	47	01/10/2000	WICADM		
				180	215	02/23/2000	WICADM		
				108	720	01/10/2000	WICADM		
				108	215	01/10/2000	WICADM		
				216	720	01/10/2000	WICADM		
				0	11	01/10/2000	WICADM		
				6	11	02/22/2000	WICADM		

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[Add](#)

Figure 1: Age Ranges

Fields:

- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- **Active Flag** – Yes/No indication of if the record is Active.
- **Begin Month** – Age in Months the client’s current age must be greater than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **End Month** – Age in Months the client’s current age must be less than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.

¹ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

-  (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

Buttons:

- **Add** – When selected focus is passed to the Add Age Ranges page.

Calculation(s): None

Background Processes:

The defined age ranges are used within the Category Groups² Module page to form category groups; e.g., Infants 0 - 5 months old, infants 6 - 11 months old. Food Packages are linked to category groups via the Food Packages main page (*Sys Admin / Food Benefits / Food Packages*). The link restricts food packages for availability to the appropriate category group(s). For example, a food package containing Juice and Cereal can be made available for infants 4 - 11 months old, but restricted for infants 0 - 4 months old.

² Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

2.1 Add Age Ranges Page

Navigation Path: Sys Admin | Food Benefits | Age Ranges | Add Button

The screenshot displays the 'Add Age Range Page' within the HANDS WIC System. The interface includes a top navigation bar with the user 'CWALKER' and a 'Log Off' option. The main menu contains several categories: Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. A 'Back to List' button is located below the menu. The 'Age Ranges' section features a 'Note' text area, an 'Active Flag' dropdown menu currently set to 'NOT SET', and two required text input fields for '*Begin Month' and '*End Month', both containing the value '0'. The page concludes with 'Save' and 'Reset' buttons at the bottom right.

Figure 2: Add Age Range Page

Fields:

- **Note** – A free text field used for storing notes specific to the record.
This field is optional
- **Active Flag** – Yes/No flag indicating if the record is active.
This field is optional
- **Begin Month** – Age in Months the client's current age must be greater than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
This field is mandatory
- **End Month** – Age in Months the client's current age must be less than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
This field is mandatory

Buttons:

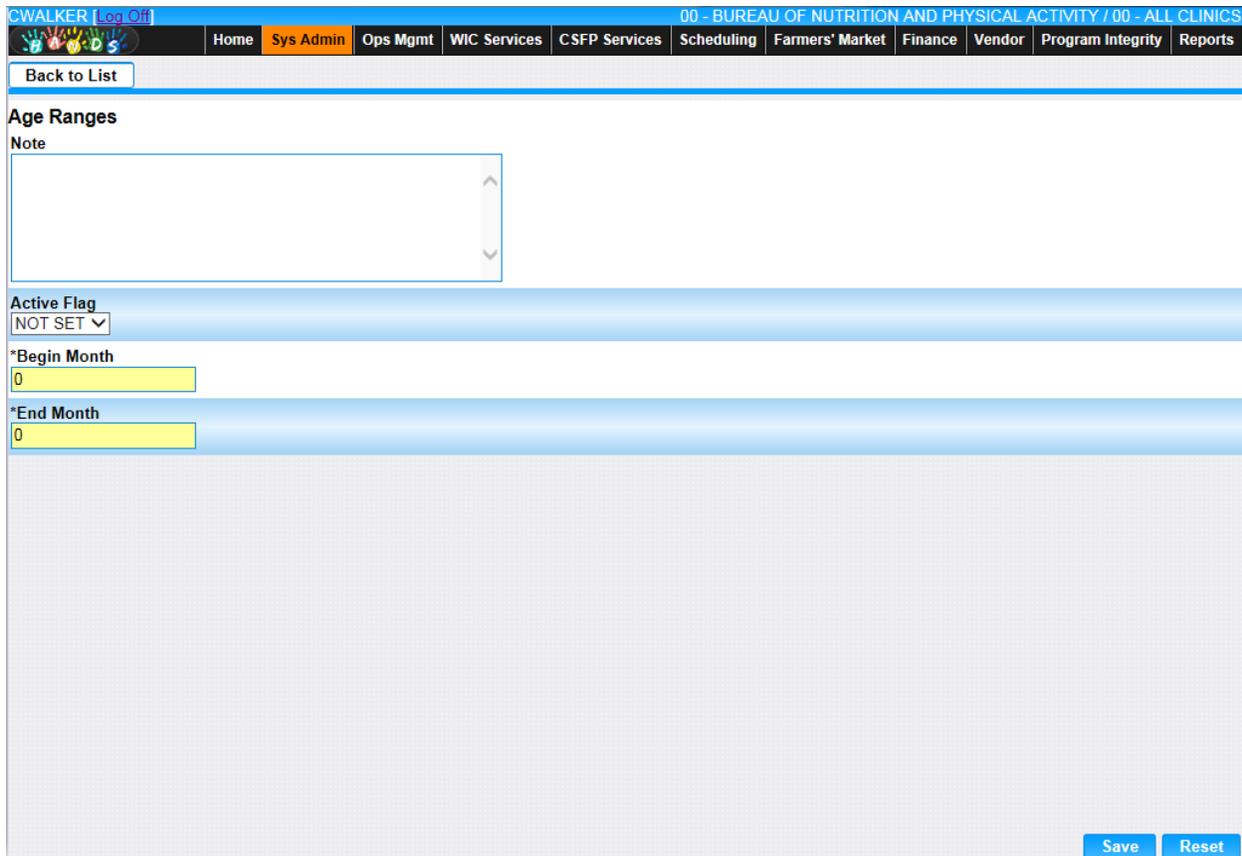
- **Back to List** – Navigation is returned to the Age Ranges main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Age Ranges page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

2.2 Edit Age Ranges Page

Navigation Path: Sys Admin | Food Benefits | Age Ranges |  (Edit Icon)



The screenshot shows the 'Edit Age Ranges' page. At the top, there is a navigation bar with 'CWALKER [Log Off]' on the left and '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS' on the right. Below this is a menu with 'Home', 'Sys Admin' (highlighted), 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. A 'Back to List' button is located below the menu. The main content area is titled 'Age Ranges' and contains a 'Note' text area, an 'Active Flag' dropdown menu set to 'NOT SET', and two required fields: '*Begin Month' and '*End Month', both containing the value '0'. At the bottom right, there are 'Save' and 'Reset' buttons.

Figure 3: Edit Age Ranges Page

Fields:

- **Note** – A free text field used for storing notes specific to the record.
This field is optional
- **Active Flag** – Yes/No flag indicating if the record is active.
This field is optional
- **Begin Month** – Age in Months the client's current age must be greater than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **End Month** – Age in Months the client's current age must be less than or equal to in order to qualify for inclusion as a member of the age range defined by the record.

Buttons:

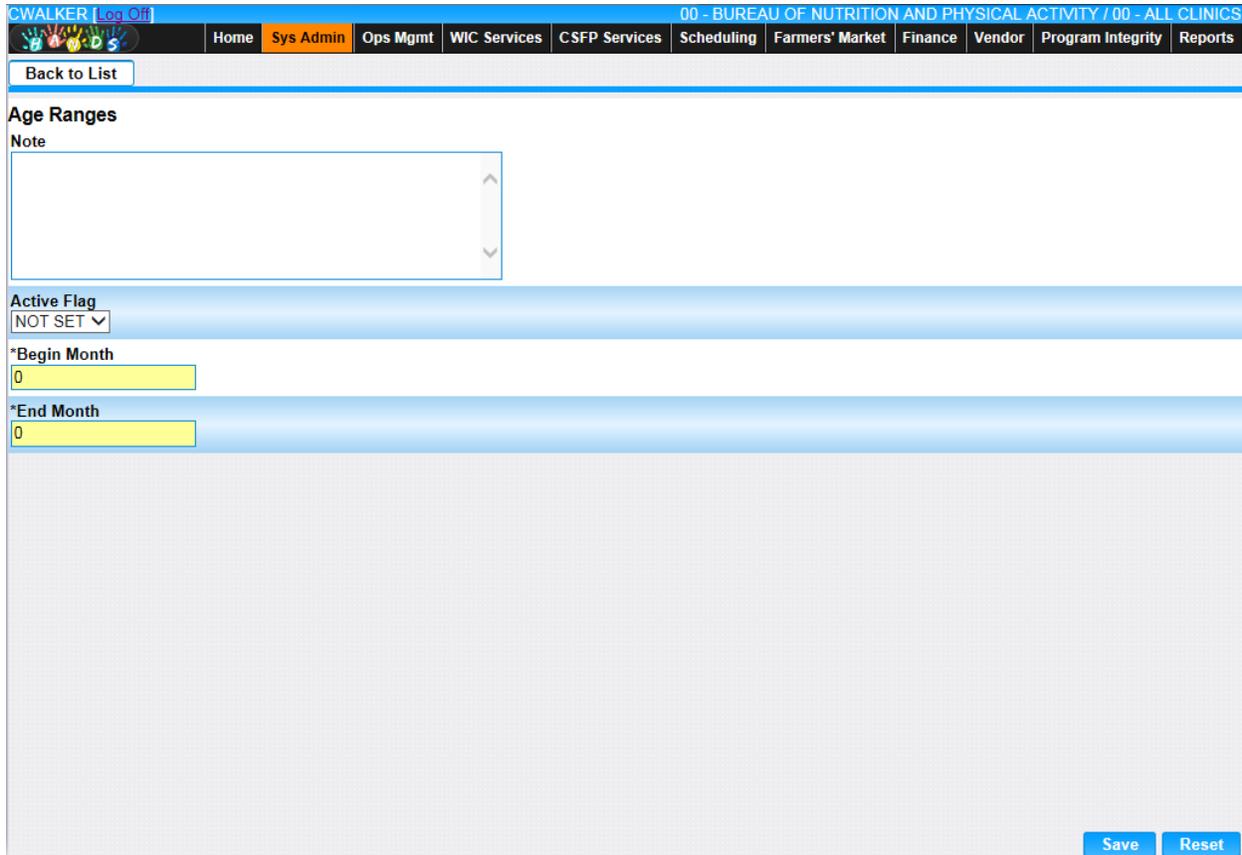
- **Back to List** – Navigation is returned to the Age Ranges main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The modified record is saved and focus remains on the Edit Age Ranges page..
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

2.3 Delete Age Ranges Page

Navigation Path: Sys Admin | Food Benefits | Age Ranges |  (Delete Icon)



The screenshot displays the 'Delete Age Range Page' within the HANDS WIC System. The page header includes the user 'CWALKER' and a 'Log Off' link. The navigation menu shows 'Sys Admin' as the active section, with sub-menus for 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. The page title is '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. The main content area contains a 'Back to List' button, a 'Note' text area, an 'Active Flag' dropdown menu set to 'NOT SET', and two required text input fields for '*Begin Month' and '*End Month', both containing the value '0'. At the bottom right, there are 'Save' and 'Reset' buttons.

Figure 4: Delete Age Range Page

Fields:

- **Note** – A free text field used for storing notes specific to the record.
- **Active Flag** – Yes/No flag indicating if the record is active.
- **Begin Month** – Age in Months the client's current age must be greater than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **End Month** – Age in Months the client's current age must be less than or equal to in order to qualify for inclusion as a member of the age range defined by the record.

Buttons:

- **Back to List** – Navigation is returned to the Age Ranges main page.
- **Delete** – The record is deleted and focus switches to the Age Ranges main page.
- **Cancel** – The Delete Age Ranges page is closed and focus is switched back to the Age Ranges main page.

Calculation(s): None

Background Processes: None

3 CASH VALUES

The Cash Values module allows for the configuration of the dollar amount to be printed on the Cash Value Voucher (CVV) for the Client Category groups. The Cash Values module is dependent on configurations made via the Category Groups³ module.

Note – Food Instruments cannot be issued if a cash value has not been configured for the client’s category group.

Navigation Path: Sys Admin | Food Benefits | Cash Values

Cat Category Code	Cash Value	Start Date	Date Created	Created By	Multiples Flag	Date Modified	Modified By	Notes
P	10	03/01/2010	12/01/2009	SETNESR	N			USDA increased women CVV value to \$10 effective 3/1/2010.
PG1	10	03/01/2010	12/01/2009	SETNESR	N			USDA increased women CVV value to \$10 effective 3/1/2010.
PG2	10	03/01/2010	12/01/2009	SETNESR	N	09/16/2014	JSURLS	USDA increased women CVV value to \$10 effective 3/1/2010.
PN	10	03/01/2010	12/01/2009	SETNESR	N			USDA increased women CVV value to \$10 effective 3/1/2010.
C1	6	04/01/2009	04/28/2009	LOWRYT	N			
C2	6	04/01/2009	04/28/2009	LOWRYT	N			
C3	6	04/01/2009	04/28/2009	LOWRYT	N			
C4	6	04/01/2009	04/28/2009	LOWRYT	N			
EN	10	04/01/2009	04/28/2009	LOWRYT	N			
P	8	04/01/2009	04/28/2009	LOWRYT	N			

Figure 5: Cash Values Main Page

Fields:

- **Cat Category Code**⁴ – Client category code.
- **Cash Value** – The dollar amount to be printed on the CVV food instrument.
- **Start Date** – The start date for the cash value assigned to the category.
- **Date Created** – The date the cash value record was created.
- **Created By** – The User ID of the author who created the record.
- **Multiples Flag** – Yes/No indicator used to denote whether or not the amount assigned to the category is for pregnant women carrying multiples or postpartum women nursing multiples.
- **Date Modified** – The date the record was last modified.

³ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

⁴ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

- **Modified By** – The User ID of the author who last modified the record.
- **Notes** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

Buttons:

- **Add** – When selected focus is passed to the Add Cash Values page.

Calculation(s): None

Background Processes: None

3.1 Add Cash Values Page

Navigation Path: Sys Admin | Food Benefits | Cash Values | Add Button

CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Cash Values

*Cat Category Code
NOT SET

*Cash Value
0

*Start Date
11/6/2014

*Multiples Flag
NOT SET

Notes

Save Reset

Figure 6: Add Cash Value Page

Fields:

- **Cat Category Code⁵** – Client category code.
This field is mandatory
- **Cash Value** – The dollar amount to be printed on the CVV food instrument.
This field is mandatory
- **Start Date** – The start date for the cash value assigned to the category.
This field is mandatory
- **Multiples Flag** – Yes/No indicator used to denote whether or not the amount assigned to the category is for pregnant women carrying multiples or postpartum women nursing multiples.
This field is mandatory
- **Notes** – A free text field used for storing notes specific to the record.
This field is optional

Buttons:

⁵ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

- **Back to List** – Navigation is returned to the Cash Values main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Cash Values page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

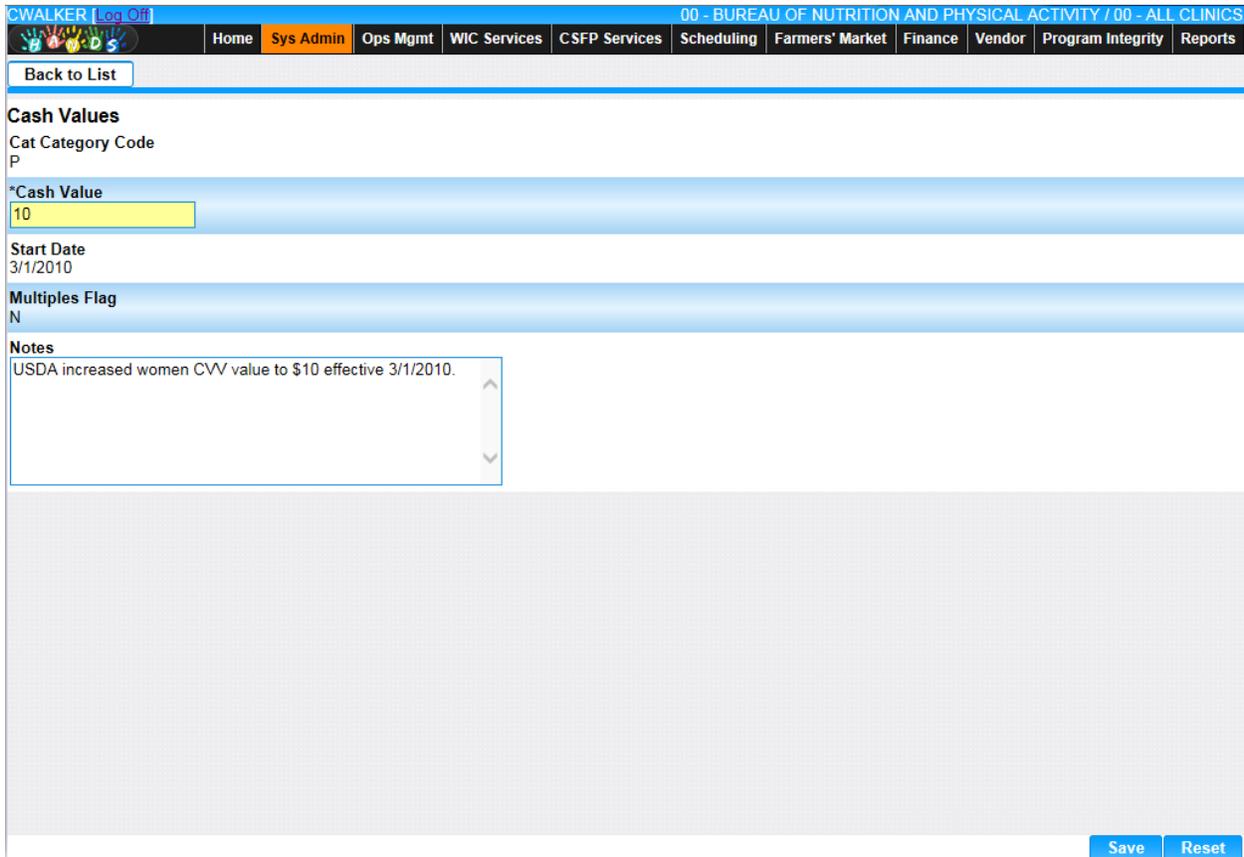
Calculation(s): None

Background Processes: None

3.2 Edit Cash Values Page

This page is used to edit the cash values record.

Navigation Path: Sys Admin / Food Benefits / Cash Values /  (Edit Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Cash Values

Cat Category Code
P

*Cash Value
10

Start Date
3/1/2010

Multiples Flag
N

Notes
USDA increased women CVV value to \$10 effective 3/1/2010.

Save Reset

Figure 7: Edit Cash Value Page

Fields:

- **Cat Category Code⁶** – Client category code.
This field cannot be edited
- **Cash Value** – The dollar amount to be printed on the CVV food instrument.
- **Start Date** – The start date for the cash value assigned to the category.
This field cannot be edited
- **Multiples Flag** – Yes/No indicator used to denote whether or not the amount assigned to the category is for pregnant women carrying multiples or postpartum women nursing multiples.
This field cannot be edited
- **Notes** – A free text field used for storing notes specific to the record.

Buttons:

⁶ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

- **Back to List** – Navigation is returned to the Cash Values main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The modified record is saved and focus remains on the Edit Cash Values page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

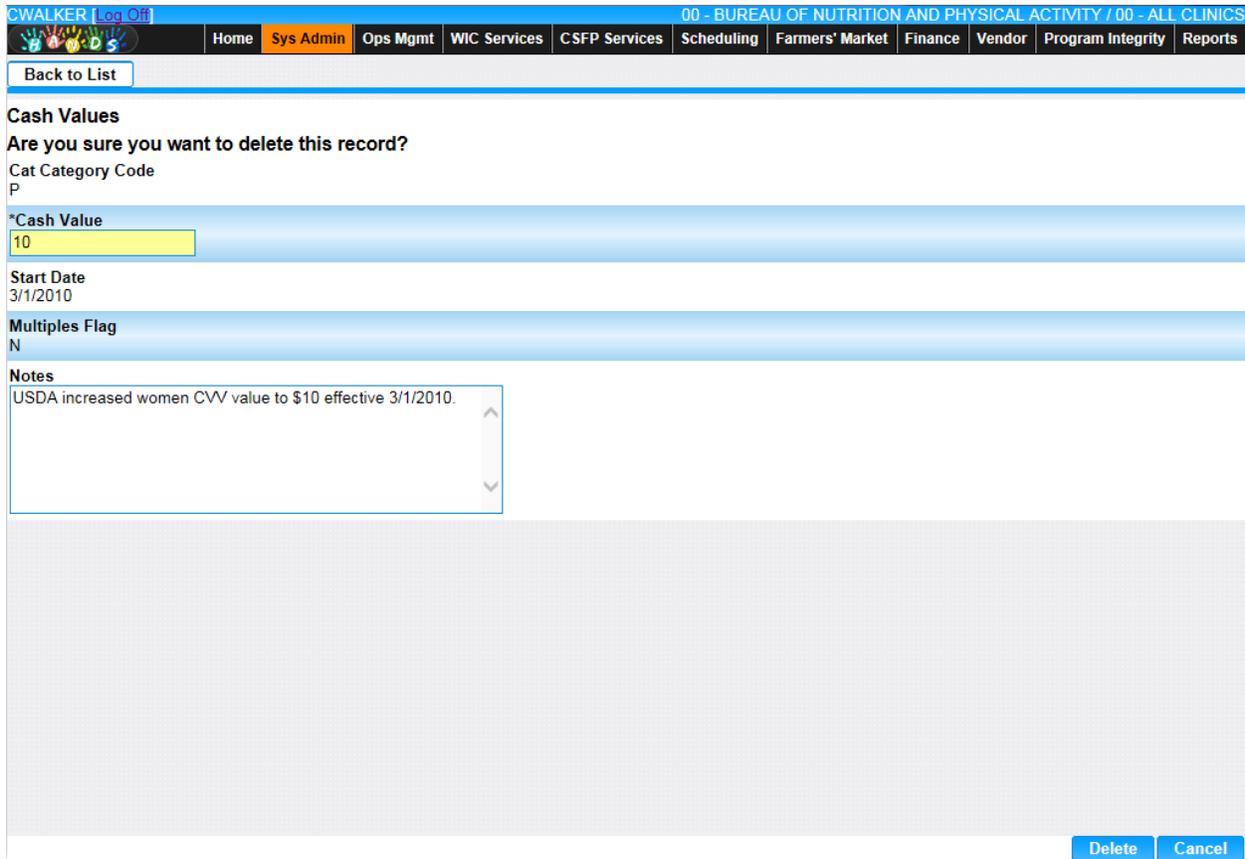
Calculation(s): None

Background Processes: None

3.3 Delete Cash Values Page

This page is used to delete an existing Cash Value record.

Navigation Path: Sys Admin | Food Benefits | Cash Values |  (Delete Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Cash Values

Are you sure you want to delete this record?

Cat Category Code
P

*Cash Value
10

Start Date
3/1/2010

Multiples Flag
N

Notes
USDA increased women CVV value to \$10 effective 3/1/2010.

Delete Cancel

Figure 8: Delete Cash Value Page

Fields:

- **Cat Category Code**⁷ – Client category code.
- **Cash Value** – The dollar amount to be printed on the CVV food instrument.
- **Start Date** – The start date for the cash value assigned to the category.
- **Multiples Flag** – Yes/No indicator used to denote whether or not the amount assigned to the category is for pregnant women carrying multiples or postpartum women nursing multiples.
- **Notes** – A free text field used for storing notes specific to the record.

Buttons:

- **Back to List** – Navigation is returned to the Cash Values main page.
- **Delete** – The record is deleted and focus switches to the Cash Values main page.
- **Cancel** – The Delete Cash Values page is closed and focus is switched back to the Cash Values main page.

⁷ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

Calculation(s): None

Background Processes: None

4 CONTAINERS

The Containers module allows for the configuration of food packaging types. The container type values can be linked to a food item via the Food Items⁸ configuration module.

Navigation Path: Sys Admin / Food Benefits /Containers

Container Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
2	CARTON	01/11/2000	WICADM					
1	BAG	01/11/2000	WICADM					
3	CAN	01/11/2000	WICADM					
4	BOX	01/11/2000	WICADM					
5	QUART	01/11/2000	WICADM	07/13/2000	LLEONKA			
6	BOTTLE	01/11/2000	WICADM					
8	BUCKET	01/11/2000	WICADM	09/16/2014	JSURLS			
9	DELI WRAP	01/11/2000	WICADM					
10	BULK	01/11/2000	WICADM					
23	PINT	07/13/2000	LLEONKA					

Figure 9: Containers Main Page

Fields:

- **Container Code** – A unique user assigned field with a maximum of 10 numbers.
- **Description** – A description of how the food is packaged; Carton, bag, can, box, etc.
- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

⁸ Refer to section 9, Food Items for details

-  **(Delete Icon)** – When selected navigation will switch to the Delete Screen prepopulated with the details of the record to be deleted.

Buttons:

- **Add** – When selected focus is passed to the Add Containers page.

Calculation(s): None

Background Processes: None

4.1 Add Containers Page

Navigation Path: Sys Admin | Food Benefits | Containers | Add Button

The screenshot shows the 'Add Containers' page. At the top, there is a navigation bar with 'CWALKER [Log Off]' on the left and '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS' on the right. Below this is a menu with 'Home', 'Sys Admin' (highlighted), 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. A 'Back to List' button is located below the menu. The main content area is titled 'Containers' and contains three input fields: '*Container Code' (with the value '0'), '*Description', and 'Note'. At the bottom right of the page, there are 'Save' and 'Reset' buttons.

Figure 10: Add Containers Page

Fields:

- **Container Code** – A user defined ID.
- **Description** – A description of how the food is packaged; Carton, bag, can, box, etc.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

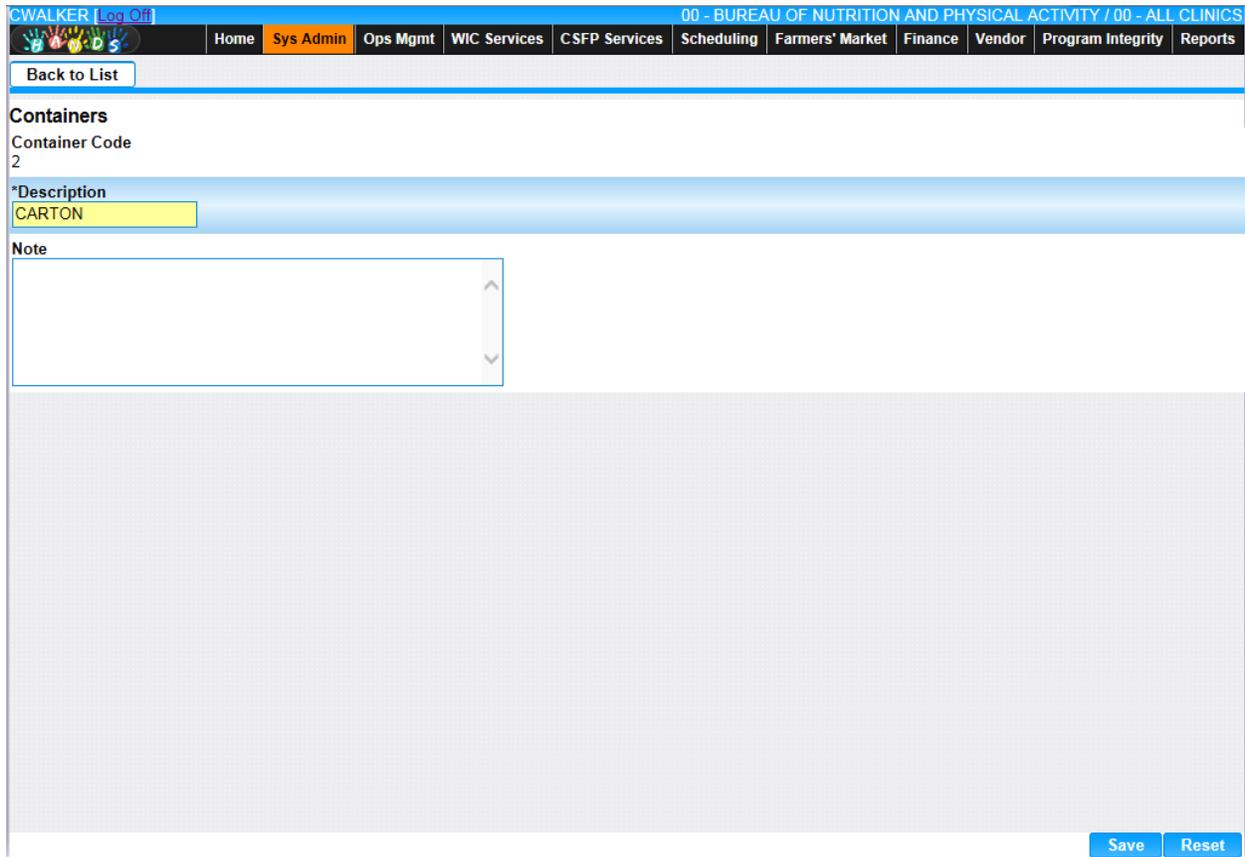
- **Back to List** – Navigation is returned to the Containers main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Containers page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

4.2 Edit Containers Page

Navigation Path: Sys Admin / Food Benefits / Containers /  (Edit Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Containers

Container Code
2

*Description
CARTON

Note

Save Reset

Figure 11: Edit Containers Page

Fields:

- **Container Code** – A user defined ID.
- **Description** – A description of how the food is packaged; Carton, bag, can, box, etc.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

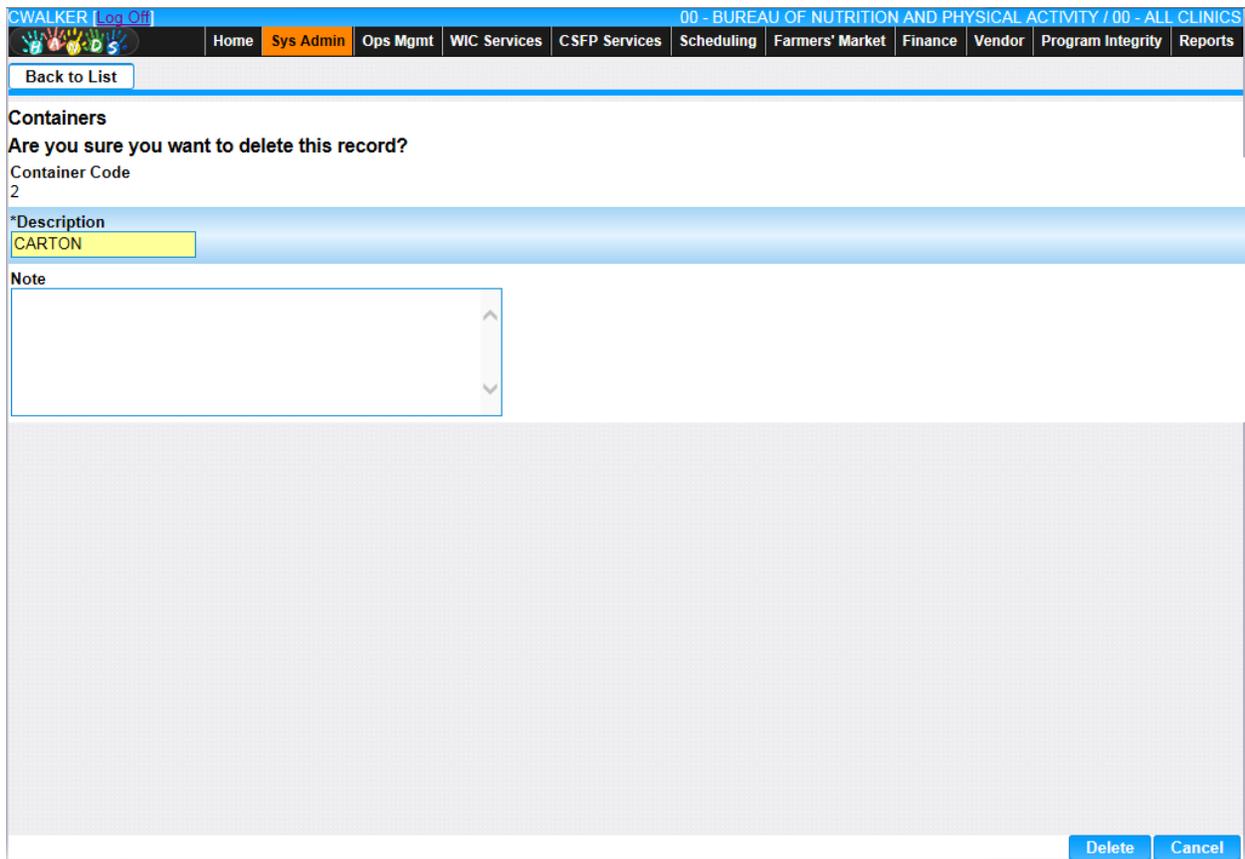
- **Back to List** – Navigation is returned to the Products main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The modified record is saved and focus remains on the Edit Containers page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

4.3 Delete Containers Page

Navigation Path: Sys Admin | Food Benefits | Containers |  (Delete Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Containers

Are you sure you want to delete this record?

Container Code
2

*Description
CARTON

Note

Delete Cancel

Figure 12: Delete Containers Page

Fields:

- **Container Code** – A user defined ID.
- **Description** – A description of how the food is packaged; Carton, bag, can, box, etc.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

- **Back to List** – Navigation is returned to the Containers main page.
- **Delete** – The record is deleted and focus switches to the Containers main page.
- **Cancel** – The Delete Products page is closed and focus is switched back to the Containers main page.

Calculation(s): None

Background Processes: None

5 FORMULA BASES

The Formula Bases module for the configuration formula base types.

Navigation Path: Sys Admin / Food Benefits /Formula Bases

Fb ID	Description	Created By	Date Created	Modified By	Date Modified	Note		
1	SOY	WICADM	01/01/2013					
2	MILK	WICADM	01/01/2013	JSURLS	09/16/2014			
3	OTHER	TJAMES	03/13/2014	KHENRY	05/19/2014			

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Add

Figure 13: Formula Bases Main Page

Fields:

- **Fb ID** – A user defined ID.
- **Description** – A description of the formula base type; Soy, milk, other, etc.
- **Created By** – The User ID of the author who created the record.
- **Date Created** – The date the record was created.
- **Modified By** – The User ID of the author who last modified the record.
- **Date Modified** – The date the record was last modified.
- **Note** – A free text field used for storing notes specific to the record.
- (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.
- (**Delete Icon**) – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

Buttons:

- **Add** – When selected focus is passed to the Add Formula Bases page.

Calculation(s): None

Background Processes: None

5.1 Add Formula Bases Page

Navigation Path: Sys Admin | Food Benefits | Formula Bases | Add Button

The screenshot shows the 'Add Formula Bases' page. At the top, there is a navigation bar with the user 'CWALKER' and a 'Log Off' link. The main navigation menu includes 'Home', 'Sys Admin' (highlighted), 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. Below the menu is a 'Back to List' button. The main content area is titled 'Formula Bases' and contains three input fields: '*Fb ID' (a single-character text field), 'Description' (a text area), and 'Note' (a larger text area with a vertical scrollbar). At the bottom right of the form are 'Save' and 'Reset' buttons.

Figure 14: Add Formula Bases Page

Fields:

- **Fb ID** – A unique user defined Formula Base ID, that is 1 alphanumeric or special character in length.
- **Description** – A description of the formula base type; Soy, milk, other, etc.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

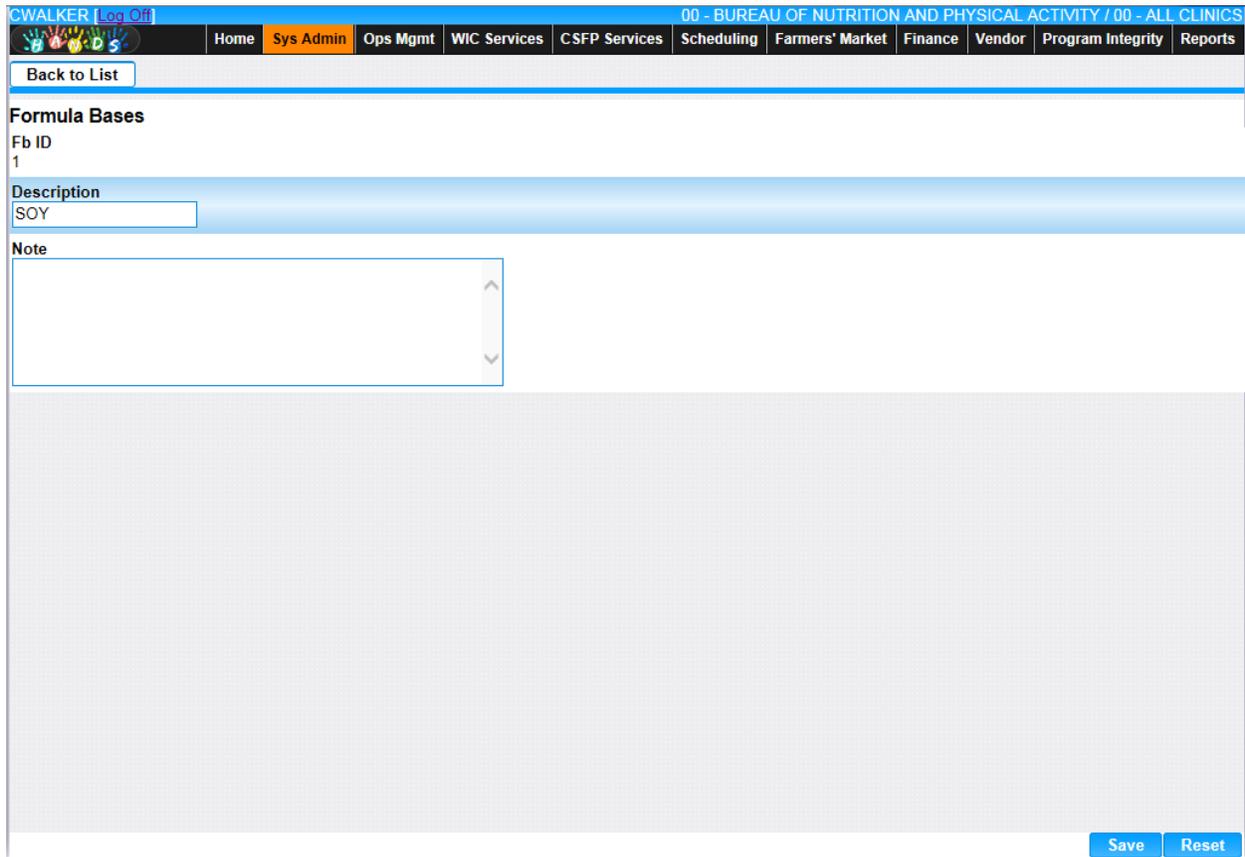
- **Back to List** – Navigation is returned to the main Formula Bases page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Formula Bases page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

5.2 Edit Formula Bases Page

Navigation Path: Sys Admin / Food Benefits / Formula Bases /  (Edit Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Formula Bases

Fb ID
1

Description
SOY

Note

Save Reset

Figure 15: Edit Formula Bases Page

Fields:

- **Fb ID** – A user defined ID.
- **Description** – A description of the formula base type; Soy, milk, other, etc.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

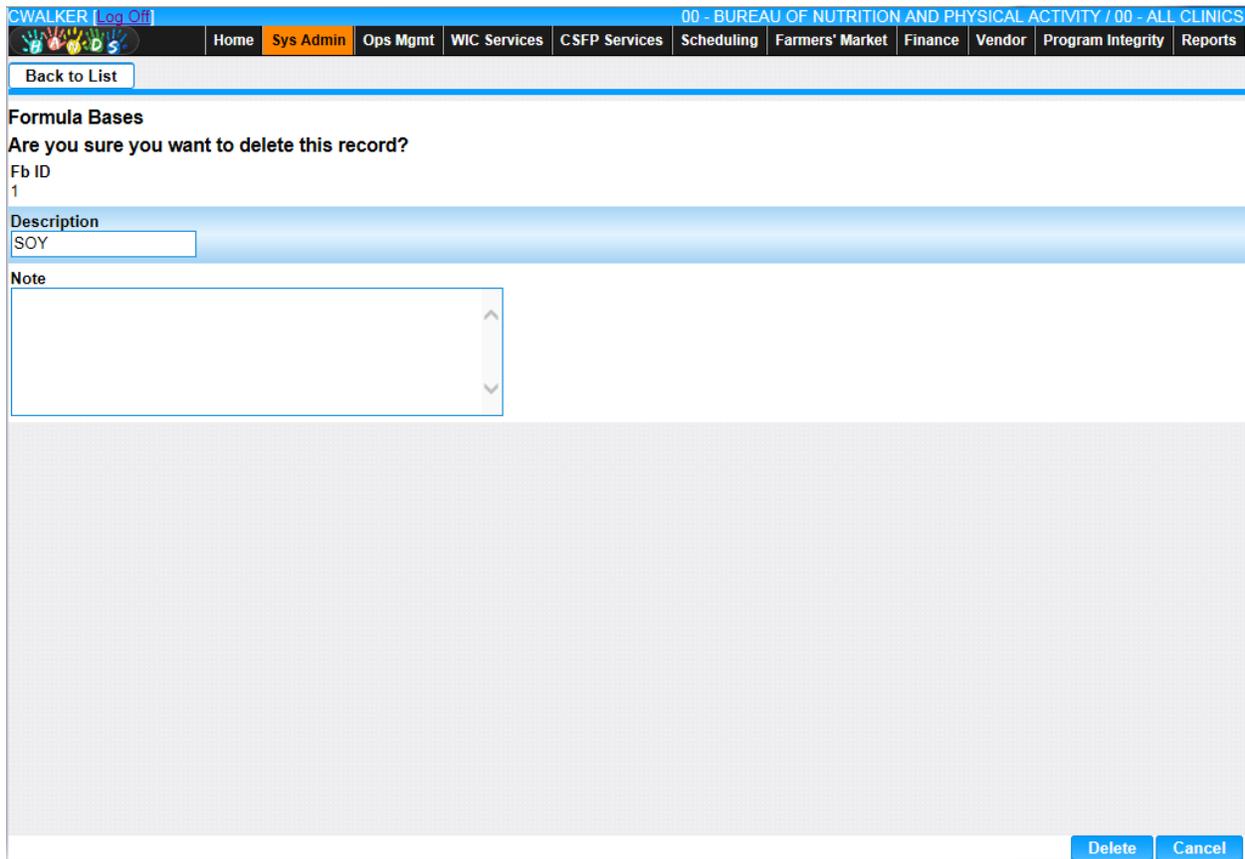
- **Back to List** – Navigation is returned to the main Formula Bases page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The modified record is saved and focus remains on the Edit Formula Bases page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

5.3 Delete Formula Bases Page

Navigation Path: Sys Admin | Food Benefits | Formula Bases |  (Delete Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

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Back to List

Formula Bases

Are you sure you want to delete this record?

Fb ID
1

Description
SOY

Note

Delete Cancel

Figure 16: Delete Formula Bases Page

Fields:

- **Fb ID** – A user defined ID.
- **Description** – A description of the formula base type; Soy, milk, other, etc.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

- **Back to List** – Navigation is returned to the Formula Bases main page.
- **Delete** – The record is deleted and focus switches to the Formula Bases main page.
- **Cancel** – The Delete Formula Bases page is closed and focus is switched back to the Formula Bases main page.

Calculation(s): None

Background Processes: None

6 UNITS OF MEASURE

The Units of Measure module allows for the configuration of Units of Measurements for food items.

Navigation Path: Sys Admin | Food Benefits |Units of Measure

Units of Measure									
Unit Of Measure Code	Description	Date Created	Created By	Date Modified	Modified By	Note			
HGAL	HALF GALLON	02/14/2000	WICADM						
QT	QUART	02/14/2000	WICADM						
PT	PINT	02/14/2000	WICADM						
LIT	LITER	02/14/2000	WICADM						
ML	MILLILITER	02/14/2000	WICADM						
OZ	OUNCE, FLUID OR DRY	02/14/2000	WICADM						
LB	POUND	02/14/2000	WICADM						
KG	KILOGRAM	02/14/2000	WICADM						
GM	GRAM	02/14/2000	WICADM						
MGM	MILLIGRAM	02/14/2000	WICADM						

Page 1 of 2

Add

Figure 17: Units of Measure Main Page

Fields:

- **Unit of Measure Code** – A user defined verbose unit of measure code; PT, QT, etc.
- **Description** – A long description of the unit of measure; Pint, Quart, etc.
- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.
- (**Delete Icon**) – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

Buttons:

- **Add** – When selected focus is passed to the Add Units of Measure page.

Calculation(s): None

Background Processes: None

6.1 Add Units of Measure Page

Navigation Path: Sys Admin | Food Benefits | Units of Measure | Add Button

The screenshot shows the 'Add Units of Measure' page. At the top, there is a navigation bar with the user name 'CWALKER [Log Off]' and the system name '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. Below this is a menu with various options: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. A 'Back to List' button is located below the menu. The main content area is titled 'Units Of Measure' and contains three input fields: '*Unit Of Measure Code', '*Description', and 'Note'. The 'Note' field is a larger text area with a vertical scrollbar. At the bottom right of the form are 'Save' and 'Reset' buttons.

Figure 18: Add Units of Measure Page

Fields:

- **Unit of Measure Code** – A user defined verbose unit of measure code; PT, QT, etc.
This field is required
- **Description** – A long description of the unit of measure; Pint, Quart, etc.
This field is required
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

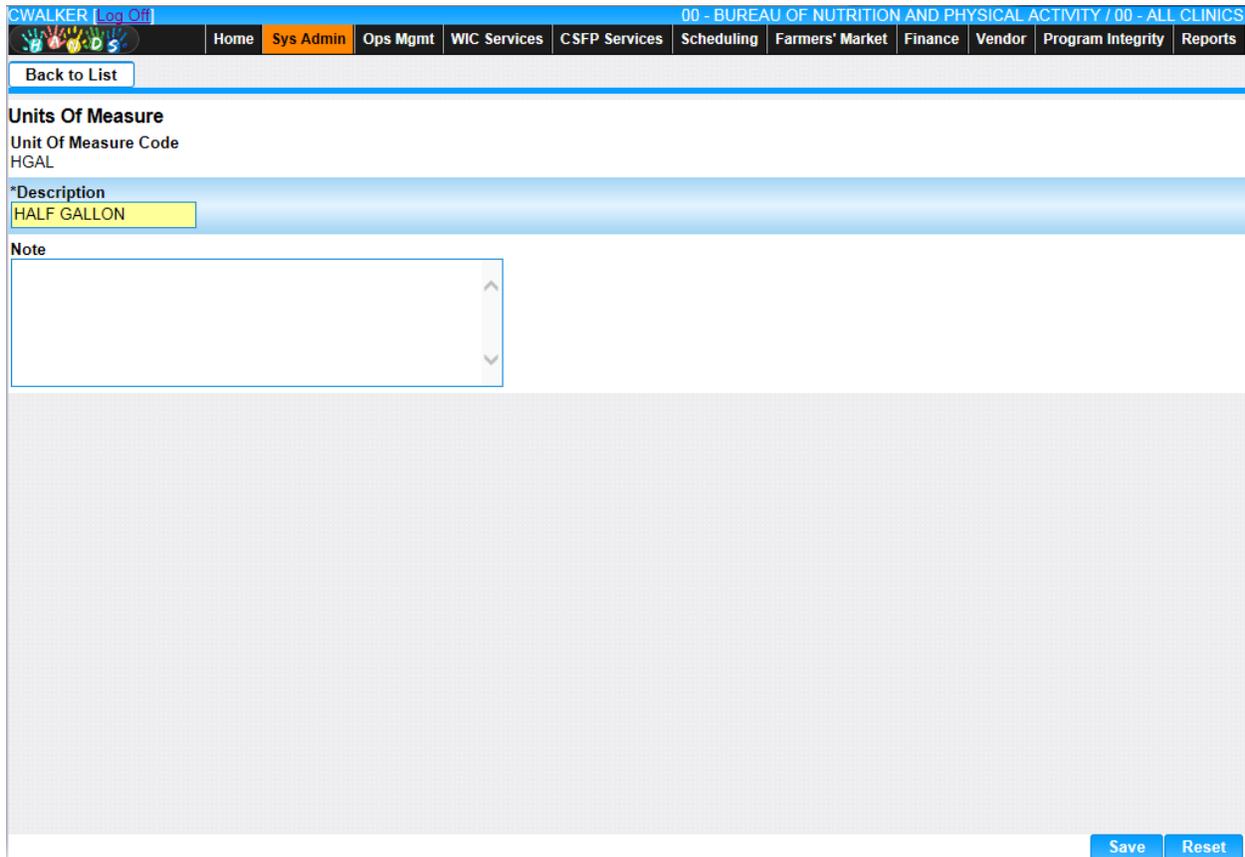
- **Back to List** – Navigation is returned to the Units of Measure main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Units of Measure page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

6.2 Edit Units of Measure Page

Navigation Path: Sys Admin / Food Benefits / Units of Measure /  (Edit Icon)



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Back to List

Units Of Measure

Unit Of Measure Code
HGAL

*Description
HALF GALLON

Note

Save Reset

Figure 19: Edit Units of Measure Page

Fields:

- **Unit of Measure Code** – A user defined verbose unit of measure code; PT, QT, etc.
- **Description** – A long description of the unit of measure; Pint, Quart, etc.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

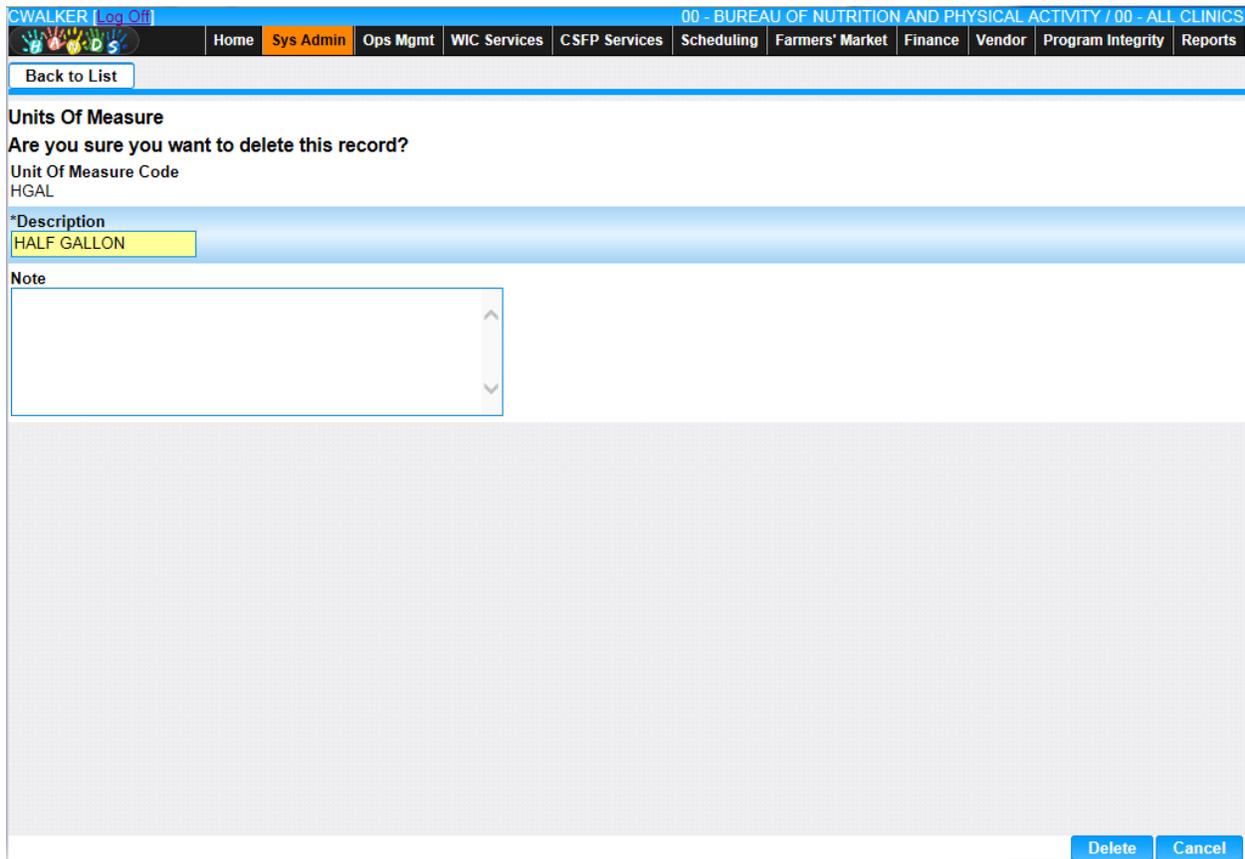
- **Back to List** – Navigation is returned to the Units of Measure main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The modified record is saved and focus remains on the Edit Units of Measure page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

6.3 Delete Units of Measure Page

Navigation Path: Sys Admin | Food Benefits | Units of Measure |  (Delete Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Units Of Measure

Are you sure you want to delete this record?

Unit Of Measure Code
HGAL

*Description
HALF GALLON

Note

Delete Cancel

Figure 20: Delete Units of Measure Page

Fields:

- **Unit of Measure Code** – A user defined verbose unit of measure code; PT, QT, etc.
- **Description** – A long description of the unit of measure; Pint, Quart, etc.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

- **Back to List** – Navigation is returned to the Units of Measure main page.
- **Delete** – The record is deleted and focus switches to the Units of Measure main page.
- **Cancel** – The Delete Units of Measure page is closed and focus is switched back to the Units of Measure main page.

Calculation(s): None

Background Processes: None

7 FOOD GROUPS

The Food Groups module allows for the configuration of the valid food categories defined by the USDA.

Navigation Path: Sys Admin | Food Benefits | Food Groups

Formula Flag	Fg ID	Description	Category Code	Date Created	Created By	Date Modified	Modified By	Effective Date	End Date	Note
N	1	MILK (RETIRED)	1	09/10/2012	HANDSUSERNAME2	05/31/2014	SHAQ	01/01/2012	01/01/2050	
N	4	JUICE (RETIRED)	04	09/10/2012	HANDSUSERNAME2	09/16/2014	JSURLS	01/01/2014	01/01/2050	
N	7	RETIRED	07	09/10/2012	HANDSUSERNAME2	05/01/2014	HENRYK	01/01/2012	01/01/2050	
N	10	RETIRED	10	09/10/2012	HANDSUSERNAME2	05/01/2014	HENRYK	01/01/2012	01/01/2050	
N	11	RETIRED	11	09/10/2012	HANDSUSERNAME2	05/01/2014	HENRYK	01/01/2014	01/01/2050	
N	2	CHEESE OR TOFU	02	09/10/2012	HANDSUSERNAME2	05/01/2014	HENRYK	01/01/2012	01/01/2050	
N	3	EGGS	03	09/10/2012	HANDSUSERNAME2	05/01/2014	HENRYK	01/01/2012	01/01/2050	
N	5	BREAKFAST CEREAL	05	09/10/2012	HANDSUSERNAME2	05/01/2014	HENRYK	01/01/2012	01/01/2050	
N	6	LEGUMES	06	09/10/2012	HANDSUSERNAME2	05/01/2014	HENRYK	01/01/2012	01/01/2050	
N	8	FISH	08	09/10/2012	HANDSUSERNAME2	05/01/2014	HENRYK	01/01/2012	01/01/2050	

Figure 21: Food Groups Main Page

Fields:

- **Formula Flag** – A Yes/No indicator to distinguish the food group as being a formula food group.
- *Note* – Maximum food values, proration rates and Food Package creation follow special rules for formula food group items.
- **Fg ID** – A system generated ID.
- **Description** – Description of the Food Group; Milk, Juice, Cheese, etc.
- **Category Code** – User defined string with a maximum length of 2.
- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Effective Date** – The date that the food group record becomes available for use.
- **End Date** – The date that the food group record is no longer available for use.

- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

Buttons:

- **Add** – When selected focus is passed to the Add Food Groups page.

Calculation(s): None

Background Processes:

7.1 Add Food Groups Page

Navigation Path: Sys Admin | Food Benefits | Food Groups | Add Button

CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

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Back to List

Food Groups

*Formula Flag
NOT SET

*Description

*Category Code

*Effective Date
11/6/2014

*End Date
11/6/2014

Note

Save Reset

Figure 22: Add Food Groups Page

Fields:

- **Formula Flag** – A Yes/No indicator of if the food group contains formula, which will in turn allow different late pickup rules to be defined for food packages containing formula.
This field is mandatory
- **Description** – Description of the Food Group; Milk, Juice, Cheese, etc.
This field is mandatory
- **Category Code** – User defined string with a maximum length of 2.
This field is mandatory
- **Effective Date** – The date that the food group record becomes available for use.
This field is mandatory
- **End Date** – The date that the food group record is no longer available for use.
This field is mandatory
- **Note** – A free text field used for storing notes specific to the record.
This field is optional

Buttons:

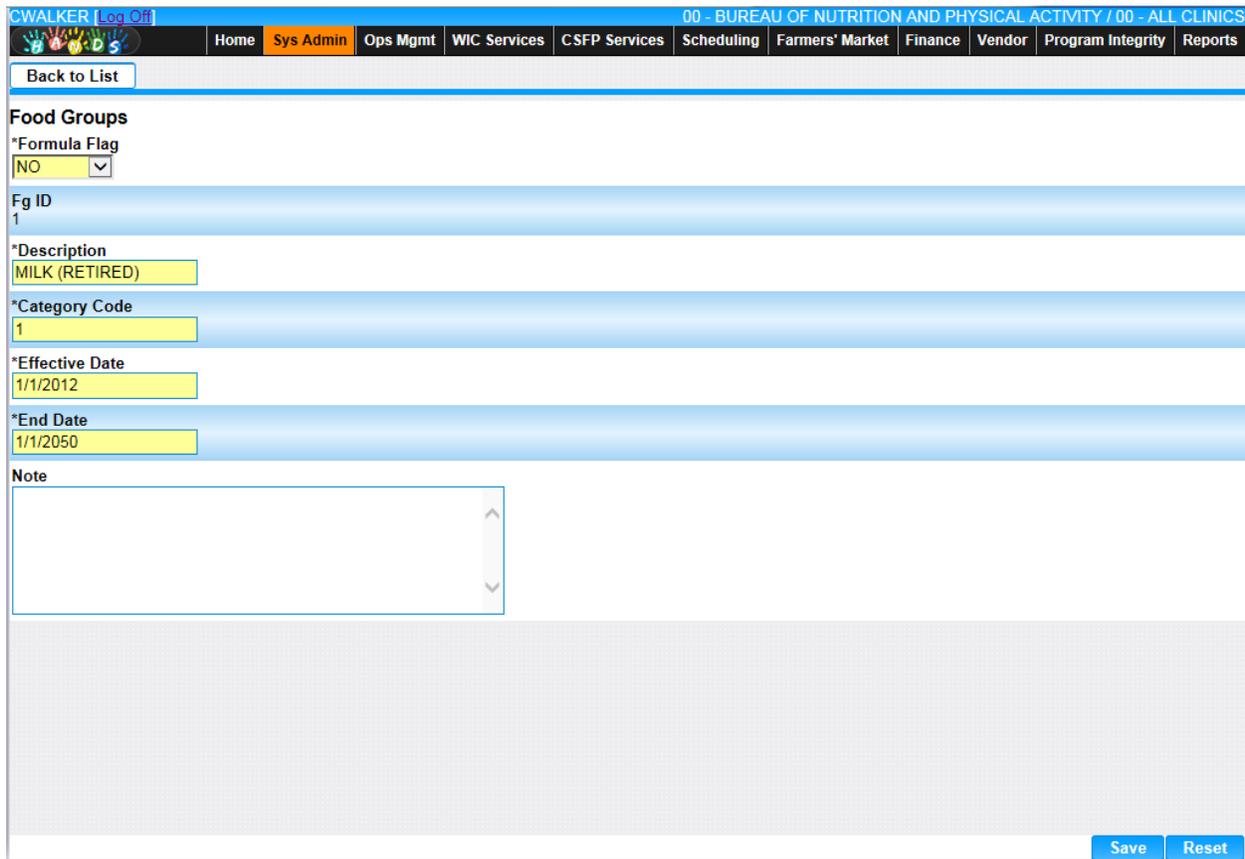
- **Back to List** – Navigation is returned to the Food Groups main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Food Groups page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

7.2 Edit Food Groups Page

Navigation Path: Sys Admin / Food Benefits / Food Groups /  (Edit Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

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Back to List

Food Groups

*Formula Flag
NO

Fg ID
1

*Description
MILK (RETIRED)

*Category Code
1

*Effective Date
1/1/2012

*End Date
1/1/2050

Note

Save Reset

Figure 23: Edit Food Groups Page

Fields:

- **Formula Flag** – A Yes/No indicator of if the food group contains formula, which will in turn allow different late pickup rules to be defined for food packages containing formula.
- **Fg ID** – A system generated ID.
- **Description** – Description of the Food Group; Milk, Juice, Cheese, etc.
- **Category Code** – User defined string with a maximum length of 2.
- **Effective Date** – The date that the food group record becomes available for use.
- **End Date** – The date that the food group record is no longer available for use.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

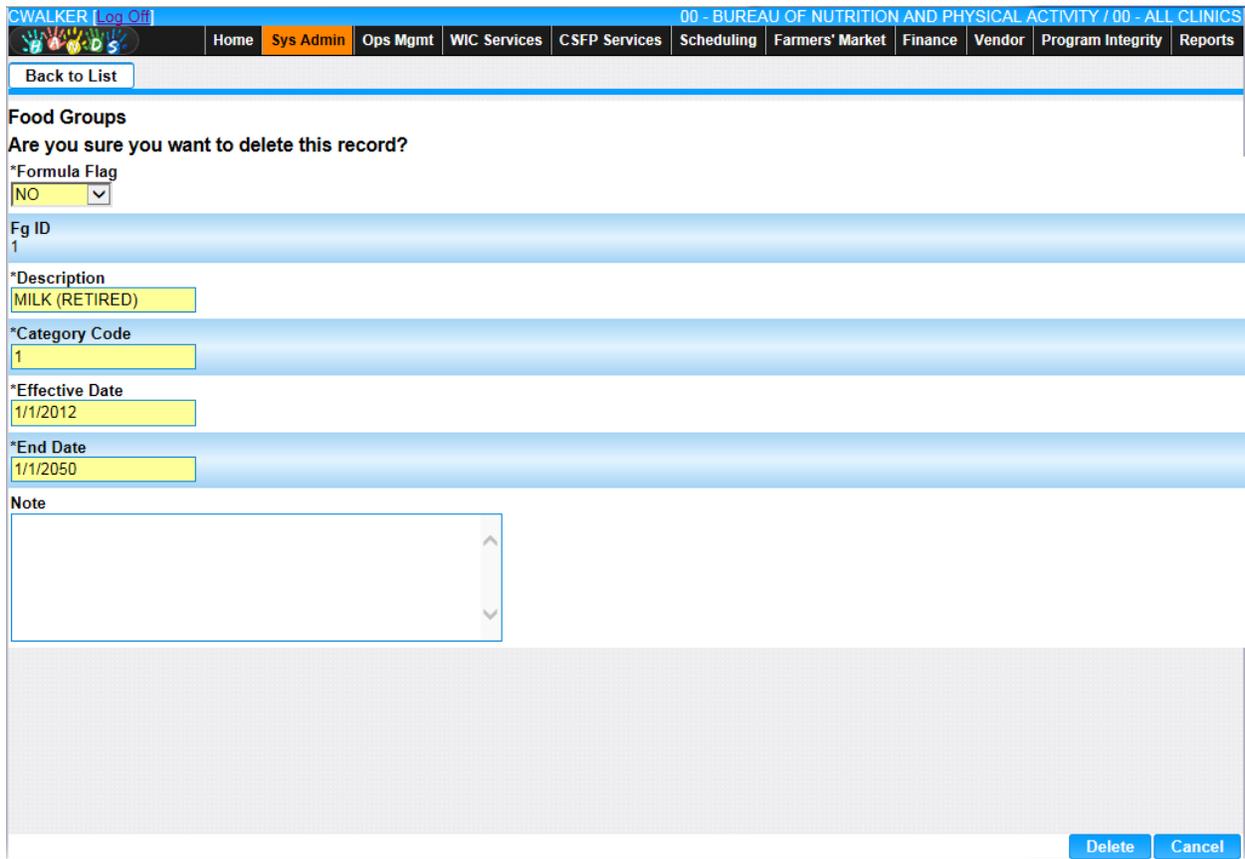
- **Back to List** – Navigation is returned to the Food Groups main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The modified record is saved and focus remains on the Edit Food Groups page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

7.3 Delete Food Groups Page

Navigation Path: Sys Admin | Food Benefits | Food Groups |  (Delete Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Food Groups

Are you sure you want to delete this record?

*Formula Flag
NO

Fg ID
1

*Description
MILK (RETIRED)

*Category Code
1

*Effective Date
1/1/2012

*End Date
1/1/2050

Note

Delete Cancel

Figure 24: Delete Food Groups Page

Fields:

- **Formula Flag** – A Yes/No indicator of if the food group contains formula, which will in turn allow different late pickup rules to be defined for food packages containing formula.
- **Fg ID** – A system generated ID.
- **Description** – Description of the Food Group; Milk, Juice, Cheese, etc.
- **Category Code** – User defined string with a maximum length of 2.
- **Effective Date** – The date that the food group record becomes available for use.
- **End Date** – The date that the food group record is no longer available for use.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

- **Back to List** – Navigation is returned to the Food Groups main page.
- **Delete** – The record is deleted and focus switches to the Food Groups main page.
- **Cancel** – The Delete Food Groups page is closed and focus is switched back to the Food Groups main page.

Calculation(s): None

Background Processes: None

8 FOOD SUBCATEGORY

The Food Subcategory module allows for the configuration of food group subcategories. The Food Subcategory module is dependent on configurations made via the Products and Food Groups modules.

Navigation Path: Sys Admin / Food Benefits /Food Subcategory

CWALKER [Log Off]													00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS									
Home													Sys Admin	Ops Mgmt	WIC Services	CSFP Services	Scheduling	Farmers' Market	Finance	Vendor	Program Integrity	Reports
Food Subcategory																						
Food Subcategory																						
Sub-Category ID	Sc ID	Ifm Food Manufacturer ID	Ip Product Code	Description	Created By	Date Created	Food Group	Modified By	Date Modified	Effective Date	End Date	Decrement Type	Note									
000	1			CHEESE - ALL AUTHORIZED	HENRYK	05/01/2014	2	WICADM	05/09/2014	05/09/2014	05/09/2020	1										
000	8			INFANT MEATS - ALL AUTHORIZED	MNUNEZ	05/01/2014	13	WICADM	05/09/2014	05/09/2014	05/09/2020	3										
000	9			EGGS - ALL AUTHORIZED	AGILES	05/01/2014	3	WICADM	05/09/2014	05/09/2014	05/09/2020	2										
000	16			WHOLE WHEAT BREAD OR WHOLE GRAINS	MNUNEZ	05/01/2014	16	WICADM	05/09/2014	05/09/2014	05/09/2020	3										
000	28			FRUIT AND VEGETABLES - CASH VALUE VOUCHER	MNUNEZ	05/01/2014	19	WICADM	05/09/2014	10/01/2014	05/09/2020	404										
000	36			MILK - WHOLE ALL TYPES	MNUNEZ	05/01/2014	51	WICADM	05/09/2014	05/09/2014	05/09/2020	6										
000	39			JUICE - ALL CATEGORIES - 16 OZ FROZEN OR 64 OZ CARTON	AGILES	05/01/2014	54	WICADM	05/09/2014	05/09/2014	05/09/2020	401										
000	63			LOW FAT/FAT FREE MILK -- ALL AUTHORIZED	MNUNEZ	05/01/2014	52	WICADM	05/09/2014	05/09/2014	05/09/2020	6										
000	71			BREAKFAST CEREAL ALL AUTHORIZED HOT AND COLD	AGILES	05/01/2014	5	WICADM	05/09/2014	05/09/2014	05/09/2020	3										
000	79			LEGUMES ALL AUTHORIZED	AGILES	05/01/2014	6	WICADM	05/09/2014	05/09/2014	05/09/2020	402										

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Add

Figure 25: Food Subcategory Main Page

Fields:

- **Sub-Category ID** – A user defined string with a maximum length of 3.
- **Sc ID** – A system generated ID.
- **Ifm Food Manufacturer ID**⁹ – The manufacturer of the food described. This field is optional. This field is populated from a list of values.
- **Ip product Code**¹⁰ – The product code type as defined via the Products configuration module.
- **Description** – Description of the Food Subcategory; Milk – Whole all types, Infant Meats – All Authorized, Cheese – All Authorized, etc.

⁹ Refer to the HANDS DFDD Rebates document for details.

¹⁰ Refer to Section 18, Products of the “HANDS DFDD System Administration” document for details.

- **Created By** – The User ID of the author who created the record.
- **Date Created** – The date the record was created.
- **Food Group**¹¹ – The Food Group type as defined via the Food Groups configuration module.
- **Modified By** – The User ID of the author who last modified the record.
- **Date Modified** – The date the record was last modified.
- **Effective Date** – The date that the food subcategory record becomes available for use.
- **End Date** – The date that the food subcategory record is no longer available for use.
- **Decrement Type** – The unit of measurement associated with the food subcategory; Dollar, Can/Bottle, Dozen, Jar/Bag, Ounce, etc
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

Buttons:

- **Add** – When selected focus is passed to the Add Food Subcategory page.

Calculation(s): None

Background Processes:

This Food Subcategories module is dependent on the food groups configuration module, (*Sys Admin / Food Benefits / Food Groups*). The Food Subcategories configured within this module in conjunction with the Food Groups are used in the creation of Food Items, (*Sys Admin / Food Benefits / Food Items*). Refer to section 12, Food Items details.

¹¹ Refer to Section 7, Food Groups for details.

8.1 Add Food Subcategory Page

Navigation Path: Sys Admin | Food Benefits | Food Subcategory | Add Button

Figure 26: Add Food Subcategory Page

Fields:

- **Sub-Category ID** – A user defined string with a maximum length of 3.
This field is required
- **Ifm Food Manufacturer ID**¹² – The manufacturer of the food described. This field is populated from the list of values.
This field is optional
- **Ip product Code**¹³ – The product code type as defined via the Products configuration module.
This field is optional
- **Description** – Description of the Food Subcategory; Milk – Whole all types, Infant Meats – All Authorized, Cheese – All Authorized, etc.
This field is required
- **Food Group**¹⁴ – The Food Group type as defined via the Food Groups configuration module.

¹² Refer to the HANDS DFDD REBATES document for details.

¹³ Refer to Section 18, Products of the “HANDS DFDD System Administration” document for details.

¹⁴ Refer to Section 7, Food Groups for details.

This field is required

- **Effective Date** – The date that the food subcategory record becomes available for use.

This field is required

- **End Date** – The date that the food subcategory record is no longer available for use.

This field is required

- **Decrement Type** – The unit of measurement associated with the food subcategory; Dollar, Can/Bottle, Dozen, Jar/Bag, Ounce, etc

This field is required

- **Note** – A free text field used for storing notes specific to the record.

This field is optional

Buttons:

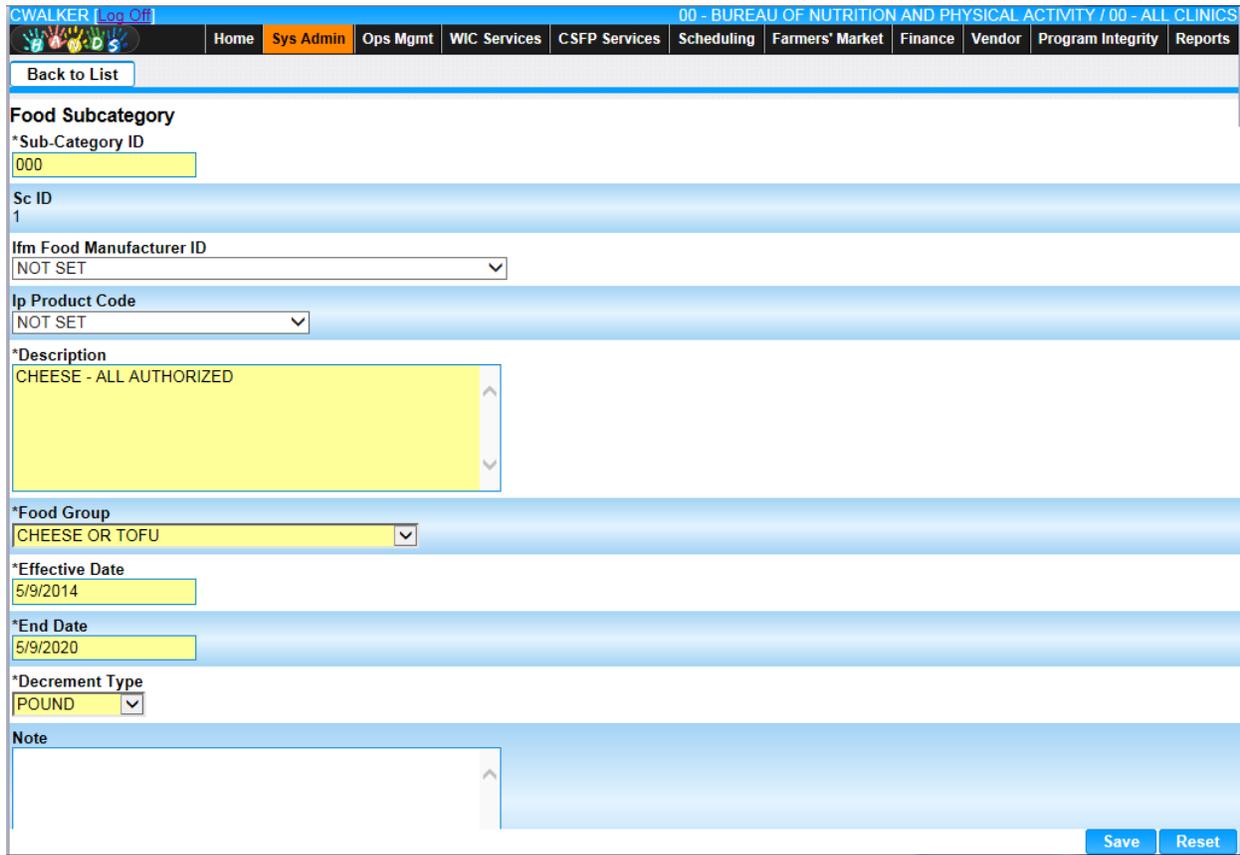
- **Back to List** – Navigation is returned to the Food Subcategory main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Food Subcategory page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

8.2 Edit Food Subcategory Page

Navigation Path: Sys Admin | Food Benefits | Food Subcategory |  (Edit Icon)



The screenshot displays the 'Edit Food Subcategory' form. At the top, there is a navigation bar with 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. Below the navigation bar is a 'Back to List' button. The form fields are as follows:

- Food Subcategory**
 - *Sub-Category ID: 000
 - Sc ID: 1
 - Ifm Food Manufacturer ID: NOT SET
 - Ip Product Code: NOT SET
 - *Description: CHEESE - ALL AUTHORIZED
 - *Food Group: CHEESE OR TOFU
 - *Effective Date: 5/9/2014
 - *End Date: 5/9/2020
 - *Decrement Type: POUND
 - Note: (Empty text area)

At the bottom right of the form, there are 'Save' and 'Reset' buttons.

Figure 27: Edit Food Subcategory Page

Fields:

- **Sub-Category ID** – A user defined string with a maximum length of 3.
- **Sc ID** – A system generated ID.
- **Ifm Food Manufacturer ID**¹⁵ – The manufacturer of the food described. This field is populated from the list of values.
- **Ip product Code**¹⁶ – The product code type as defined via the Products configuration module.
- **Description** – Description of the Food Subcategory; Milk – Whole all types, Infant Meats – All Authorized, Cheese – All Authorized, etc.
- **Food Group**¹⁷ – The Food Group type as defined via the Food Groups configuration module.
- **Effective Date** – The date that the food subcategory record becomes available for use.
This field is required

¹⁵ Refer to the HANDS DFDD REBATES document for details.

¹⁶ Refer to Section 18, Products of the “HANDS DFDD System Administration” document for details.

¹⁷ Refer to Section 7, Food Groups for details.

- **End Date** – The date that the food subcategory record is no longer available for use.
This field is required
- **Decrement Type** – The unit of measurement associated with the food subcategory; Dollar, Can/Bottle, Dozen, Jar/Bag, Ounce, etc.
This field is required
- **Note** – A free text field used for storing notes specific to the record.
This field is optional

Buttons:

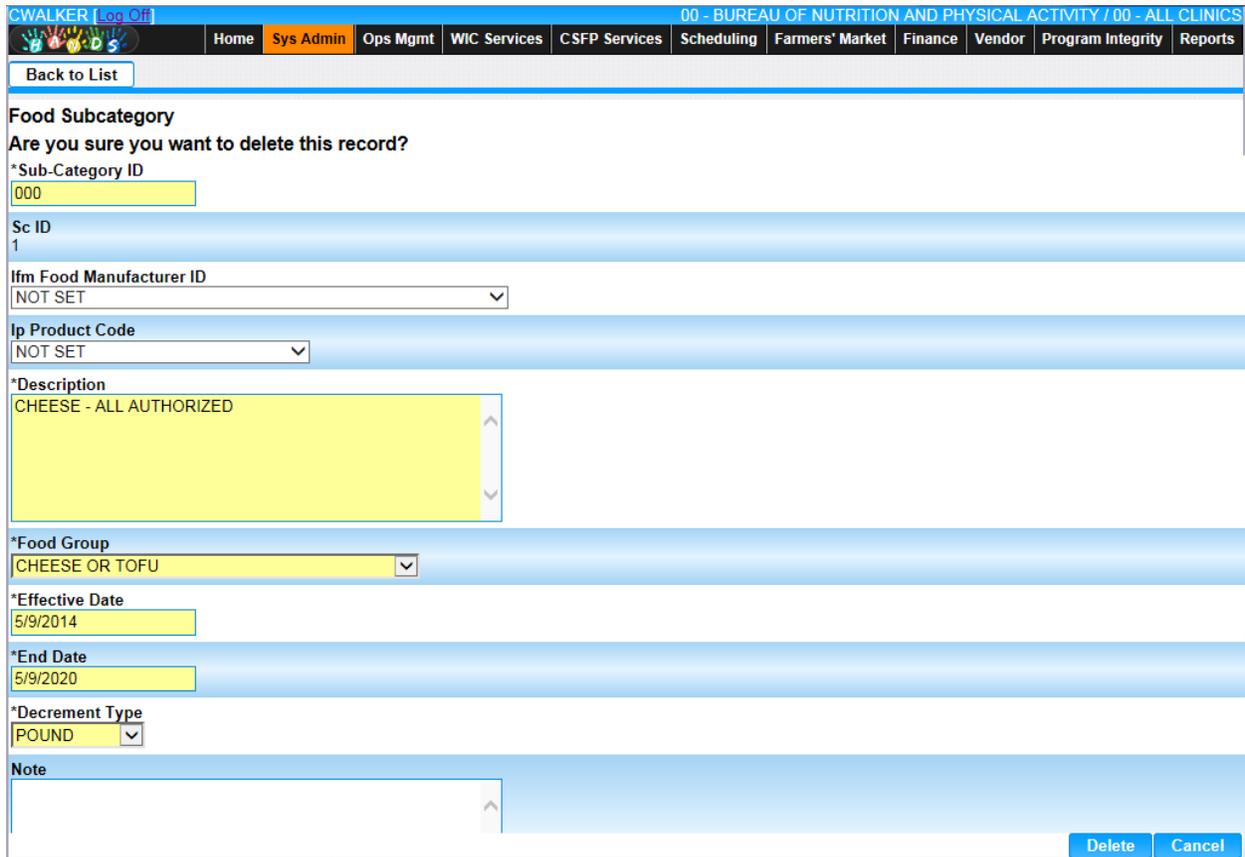
- **Back to List** – Navigation is returned to the Food Subcategory main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The modified record is saved and focus remains on the Edit Food Subcategory page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

8.3 Delete Food Subcategory Page

Navigation Path: Sys Admin | Food Benefits | Food Subcategory |  (Delete Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

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Back to List

Food Subcategory

Are you sure you want to delete this record?

*Sub-Category ID
000

Sc ID
1

Ifm Food Manufacturer ID
NOT SET

Ip Product Code
NOT SET

*Description
CHEESE - ALL AUTHORIZED

*Food Group
CHEESE OR TOFU

*Effective Date
5/9/2014

*End Date
5/9/2020

*Decrement Type
POUND

Note

Delete Cancel

Figure 28: Delete Food Subcategory Page

Fields:

- **Sub-Category ID** – A user defined string with a maximum length of 3.
- **Sc ID** – A system generated ID.
- **Ifm Food Manufacturer ID**¹⁸ – The manufacturer of the food described. This field is populated from the list of values.
- **Ip product Code**¹⁹ – The product code type as defined via the Products configuration module.
- **Description** – Description of the Food Subcategory; Milk – Whole all types, Infant Meats – All Authorized, Cheese – All Authorized, etc.
- **Food Group**²⁰ – The Food Group type as defined via the Food Groups configuration module.
- **Effective Date** – The date that the food subcategory record becomes available for use.
- **End Date** – The date that the food subcategory record is no longer available for use.

¹⁸ Refer to the HANDS DFDD REBATES document for details.

¹⁹ Refer to Section 18, Products of the “HANDS DFDD System Administration” document for details.

²⁰ Refer to Section 7, Food Groups for details.

- **Decrement Type** – The unit of measurement associated with the food subcategory; Dollar, Can/Bottle, Dozen, Jar/Bag, Ounce, etc
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

- **Back to List** – Navigation is returned to the Food Subcategory main page.
- **Delete** – The record is deleted and focus switches to the Food Subcategory main page.
- **Cancel** – The Delete Food Subcategory page is closed and focus is switched back to the Food Subcategory main page.

Calculation(s): None

Background Processes: None

9 FOOD ITEMS

The Food Items module allows for the configuration of WIC approved food items. The Food Items module is dependent on configurations made via the Food Groups and Food Subcategory modules.

Navigation Path: Sys Admin / Food Benefits / Food Items

Food Items Search Results

Food ID	Food Description	Food Sub Category ID	Food Sub Category Description	Food Category ID	Food Category Description	Active
170	DO NOT USE - TUNA CAN DO NOT USE (6 OZ EACH) WATER-PACK	000	FISH - ALL AUTHORIZED TYPES.	08	FISH	No
171	TUNA OZ (UP TO 26 OZ) 5 OZ OR 6 OZ CANS- WATER PACK ONLY	000	FISH - ALL AUTHORIZED TYPES.	08	FISH	No
1622	TUNA, PINK SALMON AND/OR SARDINES OZ (UP TO 30 OZ) ANY COMBINATION WIC APPROVED	000	FISH - ALL AUTHORIZED TYPES.	08	FISH	Yes
1680	TUNA, PINK SALMON AND/OR SARDINES OZ (UP TO 45 OZ) ANY COMBINATION WIC APPROVED	000	FISH - ALL AUTHORIZED TYPES.	08	FISH	Yes

Figure 29: Food Items Main Page

Fields:

Search Fields

- **Active** – Limits a search to Active Food Item records.
- **Inactive** – Limits a search to Inactive Food Item records.
- **Both** – Search for both Inactive and Active Food Item records.
- **Food Category**²¹ – A drop down list populated via the Food Groups module.
- **Food Sub Category**²² – A drop down list populated via the Food Subcategory module.
Note – The available values are filtered to those food subcategories that belong to the selected food category.
- **Food** – A drop down list populated with the already existing Food Items.

²¹ Refer to section 7, Food Groups for details

²² Refer to section 8, Food Subcategory for details

Note – The available values are filtered to those food items that belong to the selected food category and/or food sub category.

Search Grid Fields

- **Food ID** – The user specified identifier of WIC approved foods.
-  (**Edit Icon**) – The Edit Icon appears to the left of the Food Description for each record. Choose the Edit Icon in order to display the Edit Food Items page for the record.
- **Food Descriptions** – A description of the WIC approved foods.
- **Food Sub Category ID**²³ – The Food Subcategory ID linked with the food item.
Note – The available values are filtered to those food subcategories that belong to the selected food category.
- **Food Sub Category Description** – The description of the Food Subcategory ID.
- **Food Category ID**²⁴ – The Food Group category ID linked with the food item.
- **Food Category Description** – The description of the food group category linked with the food item.
- **Active** – Yes/No indicator of if the record is active.

Buttons:

- **Add** – When selected focus is passed to the Add Food Items page.
- **Search** – Press this button to execute query of search criteria entered.
- **New Search** – Press this button to clear search criteria entered and search results retrieved.

Calculation(s): None

Background Processes:

If fields are changed, a table will capture which field(s) was changed, who made the change and the date the change was made.

²³ Refer to section 8, Food Subcategory for details

²⁴ Refer to section 7, Food Groups for details

9.1 Add Food Item Page

Navigation Path: Sys Admin | Food Benefits | Food Items | Add Button

Figure 30: Add Food Items Page

Fields:

- **Food Category**
 - **Food Category**²⁵ – A drop down list of the available food group categories to link to the new WIC approved food item.
This field is required
 - **Effective Date** – The date that the food group record becomes available for use.
 - **End Date** – The date that the food group record is no longer available for use.

²⁵ Refer to section 7, Food Groups for details

- **Food Sub Category**
 - **Food Sub Category**²⁶ – A drop down list of the available food group subcategories to link to the new WIC approved food item.
Note – The available values are filtered to those food subcategories that belong to the selected food category.
 - **Effective Date** – The date that the food subcategory record becomes available for use.
 - **End Date** – The date that the food subcategory record is no longer available for use.
 - **Decrement Type** – The unit of measurement associated with the food subcategory; Dollar, Can/Bottle, Dozen, Jar/Bag, Ounce, etc
- **Food**
 - **Active** – Clicking on this check box signifies that this food item is active.
 - **Special Formula** – Clicking on this check box signifies that this food item is a special (medically necessary) formula.
 - **Lactose Free** – Clicking on this check box signifies that the food item is a lactose free product.
 - **Contract** – A display only field indicating if a rebate contract is configured.
Note – The field is populated via the Rebates module when setting up the contract.
 - **Conditional Period** – The conditional time period in days that a food package containing this food item can be prescribed without approval. If Needs Approval is set to “Yes” within the Category Approvals section, the value entered will override the system default value of 30 days as the conditional period.
Note – This field is mandatory if the item requires approval.
 - **Alternating Month Food ID** – The Food ID of the food item that should be issued on alternating months. The drop down list is populated with food items already configured via this Food Items module.
Note 1 – The value configured in this field is used if the “Use Alternate” field is set to “Yes” when adding the food item to a food package²⁷.
Note 2 – Ensure the Alternating Food Item selected has this Food Item set as its Alternating Food Item. The alternating food items must be reciprocal for each.
Note 3 – Ensure the Category Approvals for the Food Item is the same as for the Alternating Month Food Item.
 - **Substitution Food ID** – A food that can be used as an alternative to the food item. When configured the substitution field will be printed as the OR food on the food instrument. Example: 3 Cans of Peanut Butter OR 4 cans of Beans. The drop down list is populated with food items that have already been configured via this Food Items module.
- **Description**
 - **Units** – A verbose description of the units of measure for the food item. The value entered should be accurate with the U/M field of the Details portion of the Add Food Item page.
 - **Package Size** – The size of the package.

²⁶ Refer to section 8, Food Subcategory for details

²⁷ Refer to section 13, Food Packages for details

- **Form (Liquid, Powdered, etc.)** – The form of the product; Liquid, Powdered, etc.).
- **Description** – A verbose description of the food item.
- **FB Description** – The Food Benefit (FB) description is formed by concatenating the Units, Package Size, Form and Description fields. The FB Description is printed on the food instrument and is also used to populate the Food Item drop down list within the Food Packages module²⁸.
- **Details**
 - **Unit Size** – The number of units appropriate to the U/M configuration.
 - **U/M**²⁹ – The unit of measurement for the food item.
 - **Form**³⁰ – The product type.
 - **Case Pack** – The number of units in a case. The value only applies to Special Formula.
 - **Package**³¹ – The type of packaging the food is sold as.
 - **Manufacturer**³² – The manufacturer of the food described.
 - **Reconstituted Ounces** – The amount of product created once water has been added.
Note – This field is only utilized for formula food items.
 - **Formula Base**³³ – The formula base type.
 - **Container**³⁴ – The container type.
 - **Comments** – A free form text columns for additional comments associated with the food item.
-  **(Add Approvals)** – Click the Add Approvals button to display the Add Approvals modal and add entries to the Category Approvals section.
Note – If approvals configured for the food item, the HANDS Food Package Issuance module will enforce the approval requirement prior to allowing issuance of the food package to proceed for clients within the client category. By default approvals are NOT required for a client’s category unless configured within this Food Items module.
- **Category Approvals**
 - **Category**³⁵ – The Clients Category.
 - **Needs Approval** – A Yes/No indicator of if the food item requires a Nutritionist’s approval.
 -  **(Edit Icon)** – When selected navigation will switch to the Edit Needs Approval pop-up.
 -  **(Delete Icon)** – When selected navigation will switch to the Delete Needs Approval pop-up.

²⁸ Refer to section 13, Food Packages for details

²⁹ Refer to section 6, Units of Measure for details

³⁰ Refer to Section 18, Products of the “HANDS DFDD System Administration” document for details.

³¹ Refer to section 16, Packages of the “HANDS DFDD System Administration” document for details

³² Refer to the manufacturer’s information table in the Financial Management Module for details.

³³ Refer to section 5, Formula Bases for details

³⁴ Refer to section 4, Containers for details

³⁵ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

Buttons:

- **Back to List** – Navigation is returned to the Food Items main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Food Items page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

*Calculation(s): None**Background Processes: None*

9.2 Edit Food Item Page

Navigation Path: Sys Admin | Food Benefits | Food Items |  (Edit Icon)

CWALKER [Log Off]
00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

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Food Category

*Food Category
31:EXEMPT INFANT FORMULA

Effective Date
01/01/2012

End Date
01/01/2050

Food Sub Category

*Food Sub Category
081:SIMILAC® EXPERT CARE ALIMENTUM®(PR)

Decrement Type
OUNCE

Effective Date
05/09/2014

End Date
05/09/2020

Food

Food ID
1001

Active
 Special Formula
 Lactose Free
 Contract

Conditional Period
30

Alternating Month Food ID

Substitution Food ID

Description

*Units
CAN

Package Size
(16 OZ EACH)

Form (Liquid, Powdered, etc.)
POWDERED SIMILAC ALIME

*Description
SIMILAC EXPERT CARE ALIM

FB Description
CAN (16 OZ EACH) POWDERED SIMILAC ALIMENTUM AND/OR SIMILAC EXPERT CARE ALIMENTUM

Details

*Unit Size
16

*U/M
OZ: OUNCE, FLUID OR DRY

*Form
1:POWDERED

Case Pack

Package
SINGLE:INDIVIDUAL ITEM

Manufacturer
3:ABBOTT (ROSS PRODUCTS DIVI)

Reconstituted Ounces

Formula Base

*Container
3:CAN

Comment

Category Approvals + Add

Category	Needs Approval		
C1-1 YEAR OLD CHILD	Yes		
C2-2 YEAR OLD CHILD	Yes		
C3-3 YEAR OLD CHILD	Yes		
IPN+-INFANT, PARTIALLY BREASTFEEDING	Yes		
IFF-INFANT, ALL FORMULA	Yes		
IPN-INFANT, PARTIALLY (MOSTLY) BREASTFEEDING	Yes		

Add Copy Save Reset

Figure 31: Edit Food Items Page

Fields:

- **Food Category**
 - **Food Category**³⁶ – A drop down list of the available food group categories to link to the new WIC approved food item.
This field is required

³⁶ Refer to section 7, Food Groups for details

- **Effective Date** – The date that the food group record becomes available for use.
- **End Date** – The date that the food group record is no longer available for use.
- **Food Sub Category**
 - **Food Sub Category**³⁷ – A drop down list of the available food group subcategories to link to the new WIC approved food item.
 - **Decrement Type** – The unit of measurement associated with the food subcategory; Dollar, Can/Bottle, Dozen, Jar/Bag, Ounce, etc
 - **Effective Date** – The date that the food subcategory record becomes available for use.
 - **End Date** – The date that the food subcategory record is no longer available for use.
- **Food**
 - **Food ID** – A system generated ID for this food item.
 - **Active** – Clicking on this check box signifies that this food item is active.
 - **Special Formula** – Clicking on this check box signifies that this food item is a special (medically necessary) formula.
 - **Lactose Free** – Clicking on this check box signifies that the food item is a lactose free product.
 - **Contract** – A display only field indicating if a rebate contract is configured.
Note – The field is populated via the Rebates module when setting up the contract.
 - **Conditional Period** – The conditional time period in days that a food package containing this food item can be prescribed without approval. If Needs Approval is set to Yes within the Category Approvals section, the value entered will override the system default value of 30 days as the conditional period.
Note – This field is mandatory if the item requires approval.
 - **Alternating Month Food ID** – The Food ID of the food item that should be issued on alternating months. The drop down list is populated with food items already configured via this Food Items module.
Note 1 – The value configured in this field is used if the “Use Alternate” field is set to “Yes” when adding the food item to a food package³⁸.
Note 2 – Ensure the Alternating Food Item selected has this Food Item set as its Alternating Food Item. The alternating food items must be reciprocal for each.
Note 3 – Ensure the Category Approvals for the Food Item is the same as for the Alternating Month Food Item.
 - **Substitution Food ID** – A food that can be used as an alternative to the food item. When configured the substitution field will be printed as the OR food on the food instrument. Example: 3 Cans of Peanut Butter OR 4 cans of Beans. The drop down list is populated with food items that have already been configured via this Food Items module.

Description

- **Units** – A verbose description of the units of measure for the food item. The value entered should be accurate with the U/M field of the Details portion of the Add Food Item page.
- **Package Size** – The size of the package.

³⁷ Refer to section 8, Food Subcategory for details

³⁸ Refer to section 13, Food Packages for details

- **Form (Liquid, Powdered, etc.)** – The form of the product; Liquid, Powdered, etc.).
- **Description** – A verbose description of the food item.
- **FB Description** – The Food Benefit (FB) description is formed by concatenating the Units, Package Size, Form and Description fields. The FB Description is used to populate the Food Item drop down list within the Food Packages module.
- **Details**
 - **Unit Size** – The number of units appropriate to the U/M configuration.
 - **U/M**³⁹ – The unit of measurement for the food item.
 - **Form**⁴⁰ – The product type.
 - **Case Pack** – The number of units in a case. The value only applies to Special Formula.
 - **Package**⁴¹ – The type of packaging the food is sold as.
 - **Manufacturer**⁴² – The manufacturer of the food described.
 - **Reconstituted Ounces** – The amount of product created once water has been added.
Note – This field is only utilized for formula food items.
 - **Formula Base**⁴³ – The formula base type.
 - **Container**⁴⁴ – The container type.
 - **Comments** – A free form text columns for additional comments associated with the food item.
-  **(Add Approvals)** – Click the Add Approvals button to display the Add Approvals pop-up window and add entries to the Category Approvals section.
- **Category Approvals**
 - **Category**⁴⁵ – The Clients Category.
 - **Needs Approval** – A Yes/No indicator of if the food item requires a Nutritionist’s approval.
 -  **(Edit Icon)** – When selected navigation will switch to the Edit Needs Approval pop-up.
 -  **(Delete Icon)** – When selected navigation will switch to the Delete Needs Approval pop-up.

Buttons:

- **Back to List** – Navigation is returned to the Food Items main page. If there is unsaved work the Save Confirmation notification appears.
- **Add** – When selected focus is passed to a cleared Add Food Items page.

³⁹ Refer to section 6, Units of Measure for details

⁴⁰ Refer to Section 18, Products of the “HANDS DFDD System Administration” document for details.

⁴¹ Refer to section 16, Packages of the “HANDS DFDD System Administration” document for details

⁴² Refer to the manufacturer’s information table in the Financial Management Module for details.

⁴³ Refer to section 5, Formula Bases for details

⁴⁴ Refer to section 4, Containers for details

⁴⁵ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

- **Copy** – When selected focus is passed to the Add Food Items page, with the details of this record copied into the fields.
- **Save** – The modified record is saved and focus remains on the Edit Food Items page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

10 MAXIMUM FOODS

The Maximum Foods module allows for the configuration of the maximum monthly quantity allowed for a food item in a food package. The Maximum Foods module is dependent on the Food Items modules.

Navigation Path: Sys Admin / Food Benefits /Maximum Foods

Maximum Foods

Client Category
C1-1 YEAR OLD CHILD (12-23)

Food Category Effective Date End Date

Food Sub Category Decrement Type

Effective Date End Date

Active / Inactive / Both
 Active Inactive Both

Client Category	Description	Form	Decrement Type	Maximum Monthly Quantity	Formula Maximum Monthly Allowance	Comment
C1 - (12-23)	LB-(UP TO 16 OUNCES EACH)-WIC APPROVED ONLY- CALCIUM SET TOFU	3 - READY TO FEED	1 - POUND	2		

Row count: 10 Showing 1-1 of 1

Search Save Add Batch Update Reset

Figure 32: Maximum Foods Main Page

Fields:

Search Fields

- **Client Category**⁴⁶ – A drop down list of the available client categories.
- **Food Category**⁴⁷ – A drop down list of the available food group categories.
- **Effective Date** – The date that the food category record becomes available for use.
- **End Date** – The date that the food category record is no longer available for use.
- **Food Sub Category**⁴⁸ – A drop down list populated via the Food Subcategory module.

⁴⁶ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

⁴⁷ Refer to section 7, Food Groups for details

⁴⁸ Refer to section 8, Food Subcategory for details

Note – The available values are filtered to those food items that belong to the selected food category.

- **Decrement Type** – The unit of measurement associated with the food subcategory; Dollar, Can/Bottle, Dozen, Jar/Bag, Ounce, etc.
- **Effective Date** – The date that the food sub-category record becomes available for use.
- **End date** – The date that the food sub-category record is no longer available for use.
- **Active** – Limits the search to Active records.
- **Inactive** – Limits the search to Inactive Food records.
- **Both** – Search for both Inactive and Active records.

Search Grid Fields

- **Client Category**⁴⁹ – The client category code associated with the record.
- **Description**⁵⁰ – A verbose description of the WIC approved food item.
-  (**Edit Icon**) – The Edit Icon appears to the left of the food items description for each record. Choose the Edit Icon in order to display the Detailed Edit Maximum Foods page for the record.
- **Form**⁵¹ – The food product type associated with the record.
- **Decrement Type**⁵² – The food decrement type associated with the food sub-category.
- **Maximum Monthly Quantity** – The maximum monthly quantity allowed for both formula and nonformula food items.

Note – The maximum food records need to cover the entire age range for the client category.

- **Formula Maximum Monthly Allowance** – This field is for future use and is not currently used by HANDS.
- **Comment** – The description of the food group category linked with the food item.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Needs Approval pop-up.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Needs Approval pop-up.

Buttons:

- **Search** – Press this button to execute query of search criteria entered.
- **Save** – Press this button to save records edited via the  (Edit Icon) along the right hand side of the search grid.
- **Add** – When selected focus is passed to the Add Maximum Foods page.
- **Batch Update** – When selected focus is passed to the Batch Update page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes:

⁴⁹ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

⁵⁰ Refer to section 9, Food Items for details

⁵¹ Refer to Section 18, Products of the “HANDS DFDD System Administration” document for details.

⁵² Refer to section 8, Food Subcategory for details

10.1 Add Maximum Foods Page

Navigation Path: Sys Admin | Food Benefits | Maximum Foods | Add Button

Figure 33: Add Maximum Foods Page

Fields:

- **Category**⁵³ – A drop down list of the available client categories.
- **Food Category**⁵⁴ – A drop down list of the available food group categories.
- **Effective Date** – The date that the food category record becomes available for use.
- **End Date** – The date that the food category record is no longer available for use.
- **Food Sub Category**⁵⁵ – A drop down list populated via the Food Subcategory module.
Note – The available values are filtered to those food sub-categories that belong to the selected food category.
- **Effective Date** – The date that the food sub-category record becomes available for use.
- **End date** – The date that the food sub-category record is no longer available for use.

⁵³ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

⁵⁴ Refer to section 7, Food Groups for details

⁵⁵ Refer to section 8, Food Subcategory for details

- **Decrement Type** – The unit of measurement associated with the food subcategory; Dollar, Can/Bottle, Dozen, Jar/Bag, Ounce, etc.
- **Food Item**⁵⁶ – A drop down list populated via the Food Items module.
Note – The available values are filtered to those food items that belong to the selected food category / food sub-category.
- **Maximum Monthly Quantity** – The maximum monthly quantity allowed for both formula and nonformula food items.
Note – The maximum food records need to cover the entire age range for the client category.
- **Formula Maximum Monthly Allowance** – This field is for future use and is not currently used by HANDS.
- **Comment** – A free form text column for additional comments associated with the record.

Buttons:

- **Back to List** – Navigation is returned to the Maximum Foods main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Maximum Foods page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

⁵⁶ Refer to section 9, Food Items for details

10.2 Detailed Edit Maximum Foods Page

Navigation Path: Sys Admin | Food Benefits | Maximum Foods |  (Edit Icon) <Description>

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Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

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*Category
IPN-INFANT, PARTIALLY (MOSTLY) BREASTFEEDING (1-3)

*Food Category	Effective Date	End Date
IPN-INFANT FORMULA	1/1/2012	1/1/2050

*Food Sub Category	Effective Date	End Date	Decrement Type
010-ENFAMIL® PROSOBEE®	5/9/2014	5/9/2020	3 - OUNCE

*Food Item
427-ENFAMIL PROSOBEE CONTAINERS/ PACKAGES (EQUALING 32 OZ EACH) READY-TO-US!

*Maximum Monthly Quantity	Formula Maximum Monthly Allowance
12	

Comment

[Add](#) [Save](#) [Reset](#)

Figure 34: Detailed Edit Maximum Foods Page

Fields:

- **Category**⁵⁷ – The client category of the record selected for edit.
- **Food Category**⁵⁸ – The food group category of the record selected for edit.
- **Effective Date** – The date that the food category record becomes available for use.
- **End Date** – The date that the food category record is no longer available for use.
- **Food Sub Category**⁵⁹ – The Food Sub-category of the record selected for edit.
- **Effective Date** – The date that the food sub-category record becomes available for use.
- **End date** – The date that the food sub-category record is no longer available for use.

⁵⁷ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

⁵⁸ Refer to section 7, Food Groups for details

⁵⁹ Refer to section 8, Food Subcategory for details

- **Decrement Type** – The unit of measurement associated with the food subcategory; Dollar, Can/Bottle, Dozen, Jar/Bag, Ounce, etc.
- **Food Item**⁶⁰ – The food item of the record selected for edit.
- **Maximum Monthly Quantity** – The maximum monthly quantity allowed for both formula and nonformula food items.
Note – The maximum food records need to cover the entire age range for the client category.
- **Formula Maximum Monthly Allowance** – This field is for future use and is not currently used by HANDS.
- **Comment** – A free from text column for additional comments associated with the record.

Buttons:

- **Back to List** – Navigation is returned to the Maximum Foods main page. If there is unsaved work the Save Confirmation notification appears.
- **Add** – The Add Maximum Foods page is displayed.
- **Save** – The modified record is saved and focus remains on the Edit Maximum Foods page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

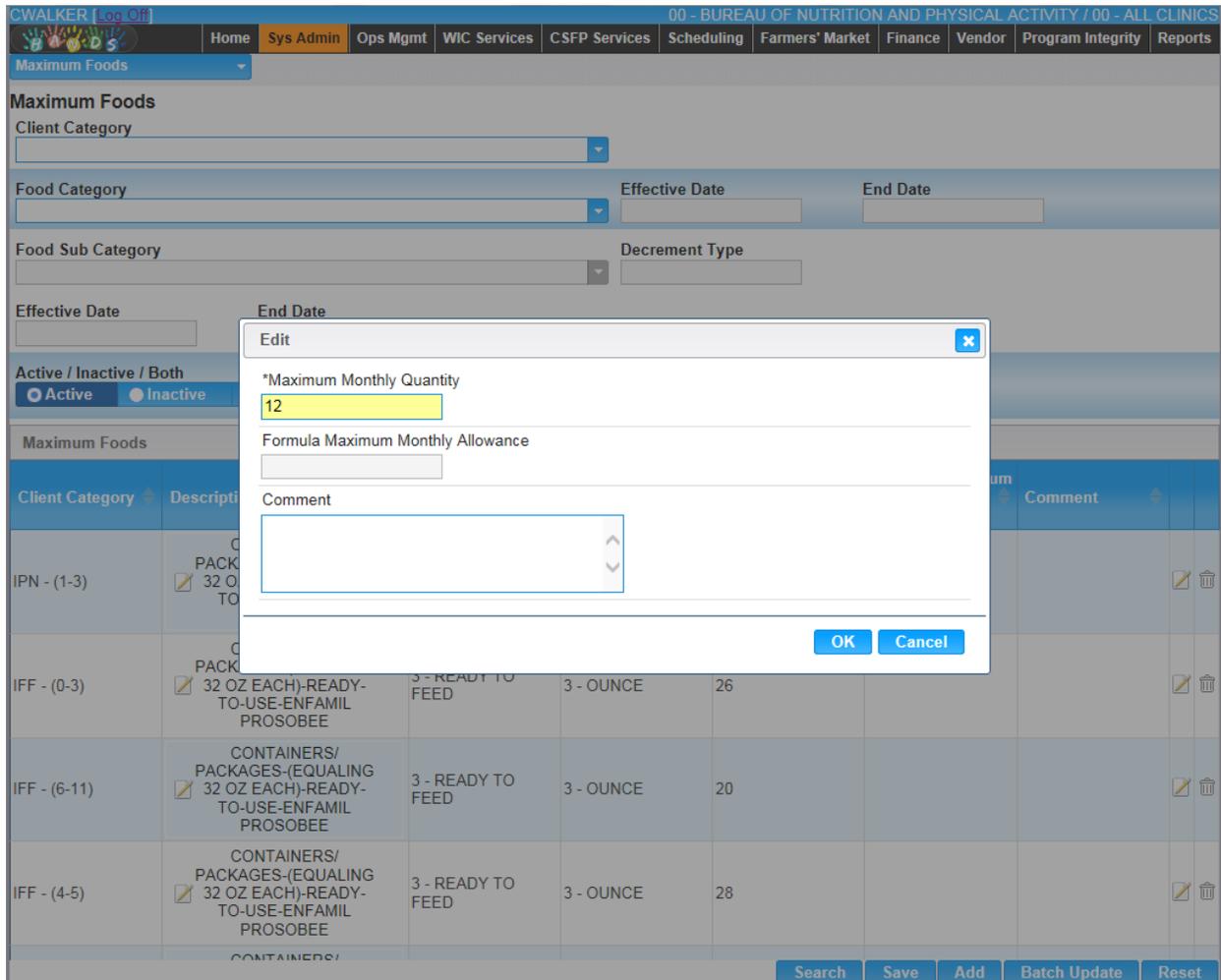
Calculation(s): None

Background Processes: None

⁶⁰ Refer to section 9, Food Items for details

10.3 Edit Maximum Foods Pop-up

Navigation Path: Sys Admin / Food Benefits / Maximum Foods /  (Edit Icon)



The screenshot displays the 'Edit Maximum Foods' pop-up window. The pop-up has a title bar 'Edit' with a close button. It contains the following fields:

- *Maximum Monthly Quantity: 12
- Formula Maximum Monthly Allowance: (empty)
- Comment: (empty text area)

The background shows the 'Maximum Foods' main page with a table of food items. The table has columns for Client Category, Description, and Comment. The items listed are:

Client Category	Description	Comment
IPN - (1-3)	32 OZ EACH)-READY-TO-USE-ENFAMIL PROSOBEE	
IFF - (0-3)	32 OZ EACH)-READY-TO-USE-ENFAMIL PROSOBEE	
IFF - (6-11)	CONTAINERS/PACKAGES-(EQUALING 32 OZ EACH)-READY-TO-USE-ENFAMIL PROSOBEE	
IFF - (4-5)	CONTAINERS/PACKAGES-(EQUALING 32 OZ EACH)-READY-TO-USE-ENFAMIL PROSOBEE	

Figure 35: Edit Maximum Foods Page

Fields:

- **Maximum Monthly Quantity** – The maximum monthly quantity allowed for both formula and nonformula food items.
Note – The maximum food records need to cover the entire age range for the client category.
- **Formula Maximum Monthly Allowance** – This field is for future use and is not currently used by HANDS.
- **Comment** – A free form text column for additional comments associated with the record.

Buttons:

- **OK** – Focus is returned to the Maximum Foods main page.
Note – The modifications are not saved until the user selects the Save button from the Maximum Foods main page.

- **Cancel** – Edits made are cleared and focus is returned to the Maximum Foods main page.

Calculation(s): None

Background Processes: None

10.4 Maximum Foods Batch Update Page

Navigation Path: Sys Admin | Food Benefits |Maximum Foods |Batch Update

Client Category	Description	Form	Decrement Type	Maximum Monthly Quantity	Comment
IFF - (6-11)	CAN-(12.9 OZ) EACH-POWDERED-SIMILAC WITH IRON (NOT SIMILAC ADVANCE)	1 - POWDERED	3 - OUNCE	7	
IPN+ - (0-3)	CAN-(12.9 OZ) EACH-POWDERED-SIMILAC WITH IRON (NOT SIMILAC ADVANCE)	1 - POWDERED	3 - OUNCE	9	
IPN+ - (6-11)	CAN-(12.9 OZ) EACH-POWDERED-SIMILAC WITH IRON (NOT SIMILAC ADVANCE)	1 - POWDERED	3 - OUNCE	7	
IPN - (0-0)	CAN-(12.9 OZ) EACH-POWDERED-SIMILAC WITH IRON (NOT SIMILAC ADVANCE)	1 - POWDERED	3 - OUNCE	1	
IPN - (4-5)	CAN-(12.9 OZ) EACH-POWDERED-SIMILAC WITH IRON (NOT SIMILAC ADVANCE)	1 - POWDERED	3 - OUNCE	5	
IPN - (6-11)	CAN-(12.9 OZ) EACH-POWDERED-SIMILAC WITH IRON (NOT SIMILAC ADVANCE)	1 - POWDERED	3 - OUNCE	4	
	CAN-(12.9 OZ) EACH-POWDERED-SIMILAC				

Figure 36: Maximum Foods Batch Update Page

Fields:

Search Fields

- **Client Category**⁶¹ – A dropdown list of the available client categories.
- **Food Category**⁶² – A dropdown list of the available food group categories.
- **Effective Date** – The date that the food category record becomes available for use.
- **End Date** – The date that the food category record is no longer available for use.
- **Food Sub Category**⁶³ – A dropdown list populated via the Food Subcategory module.
Note – The available values are filtered to those food items that belong to the selected food category.
- **Effective Date** – The date that the food sub-category record becomes available for use.

⁶¹ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

⁶² Refer to section 7, Food Groups for details

⁶³ Refer to section 8, Food Subcategory for details

- **End date** – The date that the food sub-category record is no longer available for use.
- **Decrement Type** – The unit of measurement associated with the food subcategory; Dollar, Can/Bottle, Dozen, Jar/Bag, Ounce, etc
- **Form**⁶⁴ – A dropdown list of the available product types
- **Maximum Monthly Quantity** – The maximum monthly quantity allowed for both formula and nonformula food items.

Note – The maximum food records need to cover the entire age range for the client category.

Search Grid Fields

- **Client Category**⁶⁵ – The client category code associated with the record.
- **Description**⁶⁶ – A verbose description of the WIC approved food item.
- **Form**⁶⁷ – The food product type associated with the record.
- **Decrement Type**⁶⁸ – The food decrement type associated with the food sub-category.
- **Maximum Monthly Quantity** – The maximum monthly quantity allowed for both formula and nonformula food items.

Note – The maximum food records need to cover the entire age range for the client category.

- **Comment** – The description of the food group category linked with the food item.

Buttons:

- **Search** – Press this button to execute a query and create the list of records to be batch updated with a new Maximum Monthly Quantity.
- **Save** – Press this button to save the new Maximum Monthly Quantity for the batch of records displayed in the search grid.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

⁶⁴ Refer to Section 18, Products of the “HANDS DFDD System Administration” document for details.

⁶⁵ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

⁶⁶ Refer to section 9, Food Items for details

⁶⁷ Refer to Section 18, Products of the “HANDS DFDD System Administration” document for details.

⁶⁸ Refer to section 8, Food Subcategory for details

11 PRORATIONS

The Prorations module allows for the configuration of proration rate for a given combination of Client Category Code, Minimum/Maximum days late and formula instrument or non-formula food instrument. The Prorated Number of Food Instruments configuration must be unique per Cat Category Code, No of Instruments, Formula Flag, Minimum Days late and Maximum Days Late. In order for proration calculations to be enforced, the state must be configured to support proration via the State Configuration module⁶⁹. There are 2 proration types available to the state, (either or both may be selected).

- **Proration** – Allows the state to reduce food quantities for participants who pick up food prescriptions after the first date to use.
- **Starter Package Proration** – Allows the state to reduce food quantities within a new participant’s starter package after the first date to use of the participants family. IE, Issue what remains for this participant this month and align the pickup date with the rest of the family for all subsequent pickups.

⁶⁹ Refer to section 10, State Configuration Settings of the “HAND DFDD System Administration” document for details

Navigation Path: Sys Admin / Food Benefits / Prorations

CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Prorations

Prorations

Cat Category Code	No Of Instruments	Formula Flag	Minimum Days Late	Maximum Days Late	Prorated No FI	Date Created	Created By	Date Modified	Modified By	Note	
C1	4	N	1	6	4	09/05/2014	WICADM	09/10/2014	WICADM		 
C1	5	N	1	6	5	09/05/2014	WICADM	09/10/2014	WICADM		 
C1	6	N	1	6	6	09/05/2014	WICADM	09/10/2014	WICADM		 
C1	7	N	1	6	7	09/05/2014	WICADM	09/10/2014	WICADM		 
C1	7	Y	1	6	7	09/05/2014	WICADM	09/10/2014	WICADM		 
C1	8	N	1	6	8	09/05/2014	WICADM	09/10/2014	WICADM		 
C1	8	Y	1	6	8	09/05/2014	WICADM	09/10/2014	WICADM		 
C1	9	N	1	6	9	09/05/2014	WICADM	09/10/2014	WICADM		 
C1	9	Y	1	6	9	09/05/2014	WICADM	09/10/2014	WICADM		 
C1	10	Y	1	6	10	09/05/2014	WICADM	09/10/2014	WICADM		 

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Add

Figure 37: Prorations Main Page

Fields:

- **Cat Category Code**⁷⁰ – The client category code.
- **No of Instruments** – The number of instruments that should be issued for a full month.
- **Formula Flag** – A Yes/No indicator of if this record is associated with a food package containing a formula food item.
- **Minimum Days Late** – The minimum number of days late the food instrument can be issued in order to qualify for the prorated rate indicated by the record.
- **Maximum Days Late** – the maximum number of days late the food instrument can be issued in order to qualify for the prorated rate indicated by the record.
- **Prorated No FI** – The number of food instruments that shall be issued if the days late falls between the minimum and maximum days late for the record.
- **Date Created** – The date the record was created.

⁷⁰ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  **(Edit Icon)** – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.
-  **(Delete Icon)** – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

Buttons:

- **Add** – When selected focus is passed to the Add Prorations page.

Calculation(s): None

Background Processes:

A reduced number of FI's are automatically calculated according to the appropriate prorations configuration.

11.1 Add Prorations Page

Navigation Path: Sys Admin | Food Benefits | Prorations | Add Button

CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Prorations

*Cat Category Code
NOT SET

*No Of Instruments
0

*Formula Flag
NOT SET

*Minimum Days Late
0

*Maximum Days Late
0

*Prorated No Fi
0

Note

Save Reset

Figure 38: Add Prorations Page

Fields:

- **Cat Category Code**⁷¹ – The client category code.
- **No of Instruments** – The number of instruments that should be issued for a full month.
- **Formula Flag** – A Yes/No indicator of if this record is associated with a food package containing a formula food item.
- **Minimum Days Late** – The minimum number of days late the food instrument can be issued in order to qualify for the prorated rate indicated by the record.
- **Maximum Days Late** – the maximum number of days late the food instrument can be issued in order to qualify for the prorated rate indicated by the record.
- **Prorated No FI** – The number of food instruments that shall be issued if the days late falls between the minimum and maximum days late for the record.
- **Note** – A free text field used for storing notes specific to the record.

⁷¹ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

Buttons:

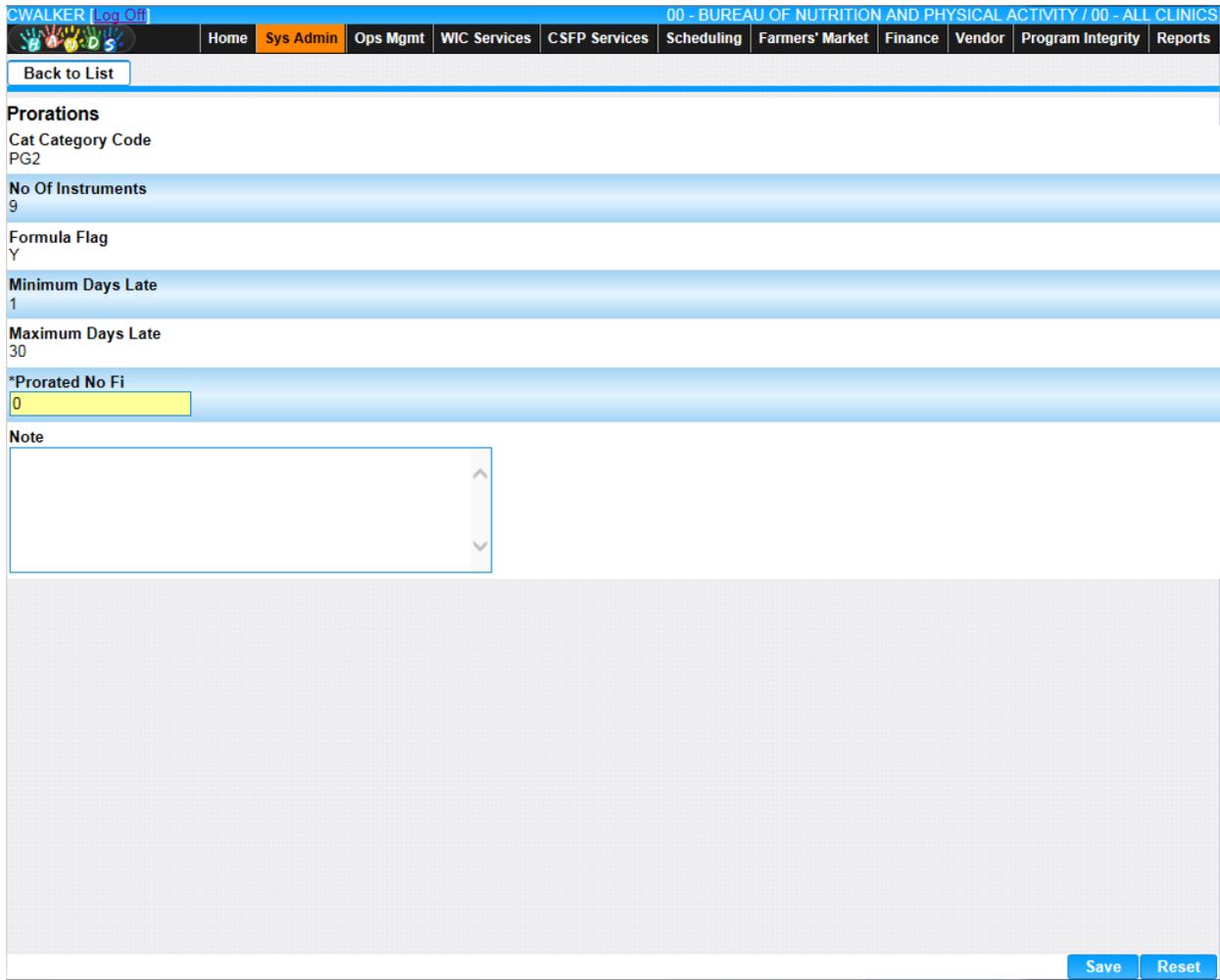
- **Back to List** – Navigation is returned to the Prorations main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Prorations page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

11.2 Edit Prorations Page

Navigation Path: Sys Admin / Food Benefits / Prorations  (Edit Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Prorations

Cat Category Code
PG2

No Of Instruments
9

Formula Flag
Y

Minimum Days Late
1

Maximum Days Late
30

*Prorated No Fi
0

Note

Save Reset

Figure 39: Edit Prorations Page

Fields:

- **Cat Category Code**⁷² – The client category code.
- **No of Instruments** – The number of instruments that should be issued for a full month.
- **Formula Flag** – A Yes/No indicator of if this record is associated with a food package containing a formula food item.
- **Minimum Days Late** – The minimum number of days late the food instrument can be issued in order to qualify for the prorated rate indicated by the record.
- **Maximum Days Late** – the maximum number of days late the food instrument can be issued in order to qualify for the prorated rate indicated by the record.
- **Prorated No FI** – The number of food instruments that shall be issued if the days late falls between the minimum and maximum days late for the record.

⁷² Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

- **Note** – A free text field used for storing notes specific to the record.

Buttons:

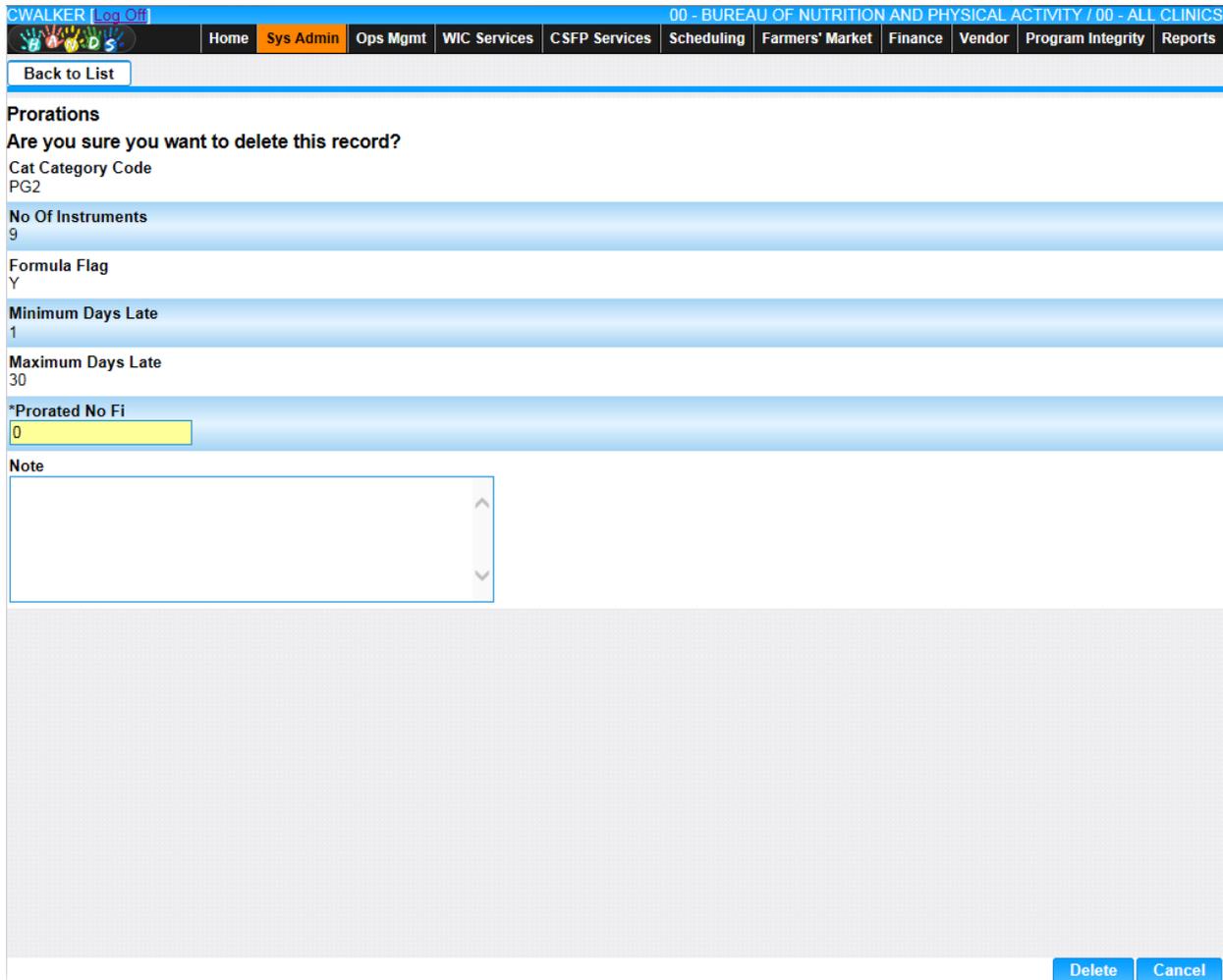
- **Back to List** – Navigation is returned to the Prorations main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The modified record is saved and focus remains on the Edit Prorations page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

11.3 Delete Prorations Page

Navigation Path: Sys Admin | Food Benefits | Prorations |  (Delete Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Prorations

Are you sure you want to delete this record?

Cat Category Code
PG2

No Of Instruments
9

Formula Flag
Y

Minimum Days Late
1

Maximum Days Late
30

*Prorated No Fi
0

Note

Delete Cancel

Figure 40: Delete Prorations Page

Fields:

- **Cat Category Code**⁷³ – The client category code.
- **No of Instruments** – The number of instruments that should be issued for a full month.
- **Formula Flag** – A Yes/No indicator of if this record is associated with a food package containing a formula food item.
- **Minimum Days Late** – The minimum number of days late the food instrument can be issued in order to qualify for the prorated rate indicated by the record.
- **Maximum Days Late** – the maximum number of days late the food instrument can be issued in order to qualify for the prorated rate indicated by the record.
- **Prorated No FI** – The number of food instruments that shall be issued if the days late falls between the minimum and maximum days late for the record.

⁷³ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

- **Note** – A free text field used for storing notes specific to the record.

Buttons:

- **Back to List** – Navigation is returned to the Prorations main page.
- **Delete** – The record is deleted and focus switches to the Prorations main page.
- **Cancel** – The Delete Prorations page is closed and focus is switched back to the Prorations main page.

Calculation(s): None

Background Processes: None

12 FOOD PACKAGE CATEGORIES

The Food Package Categories module supports the maintenance of food package categories to be used when configuring food packages. The records created are used to populate the Federal Food Package drop down lists within the Food Package⁷⁴ module.

Navigation Path: Sys Admin / Food Benefits /Food Package Categories

Food Package Category ID	Food Package Category	Category Description	Date Created	Created By	Date Modified	Modified By	Note
409	FFP I	INFANTS 0-5.9 MONTHS	03/17/2014	SHERNAND	05/12/2014	SHAQ	
400	FFP I -II	INFANTS 0-11.9 MONTHS	02/28/2014	WICADM	03/17/2014	SHERNAND	
401	FFP II	Infants 6-11.9 Months	02/28/2014	WICADM			
402	FFP III	Participants with Qualifying Medical Condition	02/28/2014	WICADM			
403	FFP IV	Children 1-4.9 years of age	02/28/2014	WICADM			
404	FFP V	Pregnant and Partially Nursing	02/28/2014	WICADM			
405	FFP VI	Postpartum	02/28/2014	WICADM			
406	FFP VII	Fully Breastfeeding Woman	02/28/2014	WICADM			

Figure 41: Food Package Categories Main Page

Fields:

- **Food Package Category ID** – A system generated food package category ID.
- **Food Package Category** – A string with a maximum length of 10 used to represent the food package category.
- **Category Description** – A verbose description of the food package category.
- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.

⁷⁴ Refer to section 13, Food Packages for details

- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

Buttons:

- **Add** – When selected focus is passed to the Add Food Package Categories page.

Calculation(s): None

Background Processes: None

12.1 Add Food Package Categories Page

Navigation Path: Sys Admin | Food Benefits | Food Package Categories | Add Button

The screenshot shows the 'Add Food Package Categories' page. At the top, there is a navigation bar with the following items: 'CWALKER [Log Off]', '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS', and a menu with 'Home', 'Sys Admin' (highlighted), 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Food Package Categories' and contains three input fields: '*Food Package Category', '*Category Description', and a 'Note' text area. At the bottom right, there are 'Save' and 'Reset' buttons.

Figure 42: Add Food Package Categories Page

Fields:

- **Food Package Category** – A string with a maximum length of 10 used to represent the food package category.
- **Category Description** – A verbose description of the food package category.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

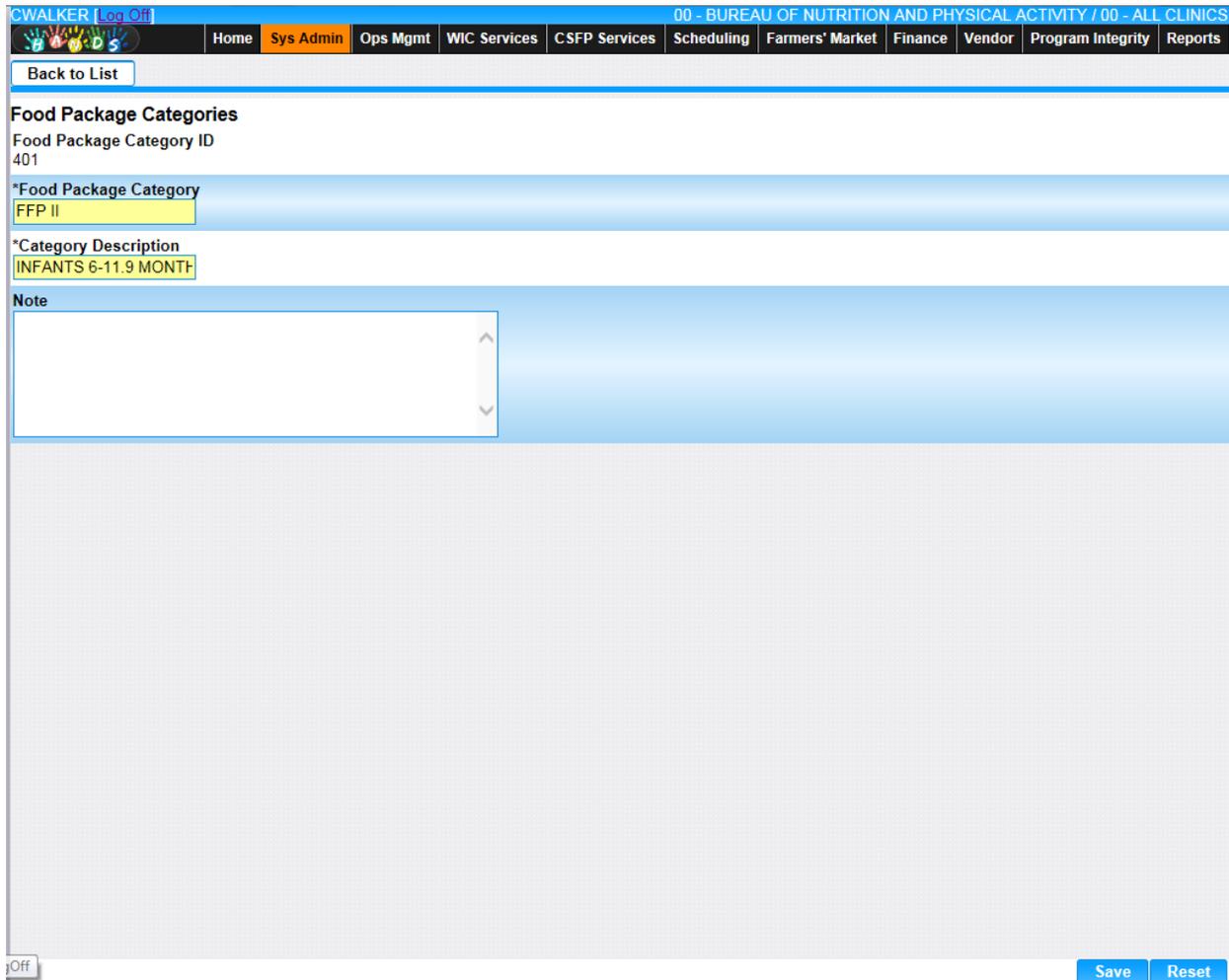
- **Back to List** – Navigation is returned to the Food Package Categories main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Food Package Categories page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

12.2 Edit Food Package Categories Page

Navigation Path: Sys Admin / Food Benefits / Food Package Categories /  (Edit Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Food Package Categories

Food Package Category ID
401

*Food Package Category
FFP II

*Category Description
INFANTS 6-11.9 MONTH

Note

Off Save Reset

Figure 43: Edit Food Package Categories Page

Fields:

- **Food Package Category ID** – A system generated food package category ID.
- **Food Package Category** – A string with a maximum length of 10 used to represent the food package category.
- **Category Description** – A verbose description of the food package category.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

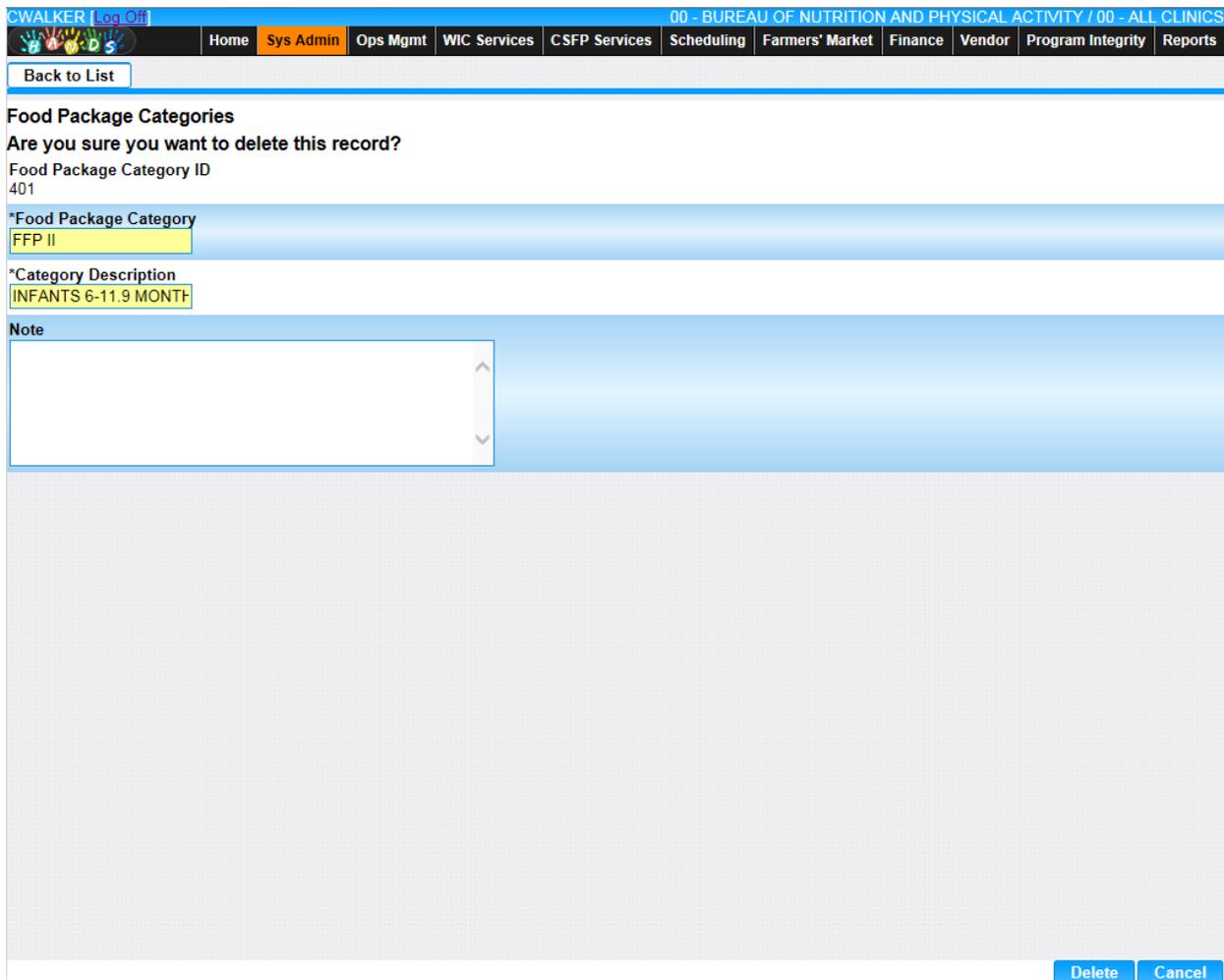
- **Back to List** – Navigation is returned to the Food Package Categories main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The modified record is saved and focus remains on the Edit Food Package Categories page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

12.3 Delete Food Package Categories Page

Navigation Path: Sys Admin | Food Benefits | Food Package Categories |  (Delete Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Food Package Categories

Are you sure you want to delete this record?

Food Package Category ID
401

*Food Package Category
FFP II

*Category Description
INFANTS 6-11.9 MONTH

Note

Delete Cancel

Figure 44: Delete Food Package Categories Page

Fields:

- **Food Package Category ID** – A system generated food package category ID.
- **Food Package Category** – A string with a maximum length of 10 used to represent the food package category.
- **Category Description** – A verbose description of the food package category.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

- **Back to List** – Navigation is returned to the Food Package Categories main page.
- **Delete** – The record is deleted and focus switches to the Food Package Categories main page.
- **Cancel** – The Delete Food Package Categories page is closed and focus is switched back to the Food Package Categories main page.

Calculation(s): None

Background Processes: None

13 FOOD PACKAGES

The Food Package module is used to build and maintain the contents of standard food packages. The user can assign effective dates for the food package, assign the food package to different category / age groups and establish the distribution of food items on the Food Instruments (FI). The user can also assign risk factors to the food package so that the food package will be a recommended food package for participants with the specified risk factor.

Navigation Path: Sys Admin / Food Benefits / Food Package

00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Food Packages

Search Food Packages

Food Package ID / Description ⓘ
:PEDIASURE 1.5, 48 BTL

Effective Date _____ End Date _____

Active Inactive Both

Food Packages

Food Packages Search Results

Food Package ID	Description	Effective Start Date	Effective End Date	Comment	Active	Package
510620	<input checked="" type="checkbox"/> PEDIASURE 1.5, 48 BTL, <input checked="" type="checkbox"/> PEDIASURE NO FIB, 54 BTL, AL FD, 2%, C2-4	10/26/2011	10/01/2040		No	7
AZ510620	<input checked="" type="checkbox"/> PEDIASURE 1.5, 48 BTL, <input checked="" type="checkbox"/> PEDIASURE NO FIB, 54 BTL, AL FD, 2%, C2-4	10/27/2011	10/01/2040		Yes	7

<< < > >> Row count: 10 Showing 1.2 of 2

Add Search New Search

Figure 45: Food Package Main Page

Fields:

Search Fields:

- **Food Package ID / Description** – The food package to search for. This field is a two part separated by a : (colon). The first part is the food package ID and the second is the food package description. If a description based search is needed, then you can do that by first prefixing a colon and then typing in the text.
- **Effective Date** – The date when food instruments may be issued for this package.

Note – If the Active flag is enabled, a package may be assigned to a client prior to the Effective Date. The Effective Date controls when food instruments may be issued.

- **End date** – The date that the food package record is no longer available for use.
- **Active** – Limits a search to active food package records.
- **Inactive** – Limits a search to inactive food package records.
- **Both** – Search for both inactive and active food package records.

Search Grid Fields:

- **Food Package ID** – A user specified alphanumeric identifier of the food package.
-  **(Edit Icon)** – The Edit Icon appears to the left of the Description for each record listed via the search grid. Choose the Edit Icon in order to display the Edit Food Package page for the record.
- **Description** – The verbose description of the food package.
- **Effective Start Date** – The start date when food instruments can be issued to clients assigned to the food package. The food instruments first date to use must be equal to or greater than the Effective Start Date configuration.
- **Effective End Date** – The end date when food instruments can no longer be issued to clients assigned to the food package. The food instruments first date to use must be equal to or less than the Effective End Date.
- **Comment** – A free form text column for additional comments associated with the record.
- **Active** – Yes/No indicator of if the record is marked as active. When set to “Yes” the package may be assigned to a client regardless of the Effective Start/End date values, but food instruments may not be issued outside the Effective Start/End date range.
Note – The HANDS end of day process will automatically uncheck the Active flag for a food package when the calendar date and the Effective End Date are equal, so that the package will no longer be available for assignment to a client.
- **Package** – The number of FIs the package is to be split into.

Buttons:

- **Add** – When selected focus is passed to the Add Food Packages page.
Note – The user must be logged in as the Bureau of Nutrition and Physical Activity for All Clinics in order for the Add button to be enabled.
- **Search** – Press this button to execute query of search criteria entered.
- **New Search** – Press this button to clear search criteria entered and search results retrieved.

Calculation(s): None

Background Processes:

Processing is done to check against the maximum food quantities allowed for food items by accessing the Maximum Foods⁷⁵ configuration for the food item. Cross food maximum quantities for milk and cheeses are also performed. If a food has exceeded the maximum food quantity a message is displayed to the user and the user is not allowed to save the food package until corrected. During the save process the

⁷⁵ Refer to section 10, Maximum Foods for details

system searches for existing Food Instrument (FI) types to utilize, if no matches are found the system creates the new FI types.

If the Use Max Amt checkbox is selected the max amount based on the category and age range that is set on the Maximum Foods screen will be evenly distributed across the number of food instruments specified in the Quantity field of the food package. If a maximum amount record cannot be found, an error message will display asking the user to enter the necessary data.

When creating a new food package the system checks for an existing Active Food Package with the same contents and distribution, if one exists then an error is displayed and the creation of the food package is not allowed.

Once a food package has been created and flagged as active the only fields that are allowed to be edited are Description, Comment, Active Flag, Effective Dates and the risk factors.

As foods and quantities of foods are added to the food package the system performs a preliminary maximum food check, if the quantity of a food in the food package exceeds the quantity defined in the Maximum Foods module⁷⁶, then the quantity is not allowed.

Before the food package is saved an additional maximum food check is performed that accumulates the percentage of the maximum for each food within each food group. If the accumulated percentage is greater than 100 then the food package would not be allowed to be saved.

For example, if a food package is built with the following foods and quantities the system would allow the food package to be created.

Quantity	Food Group	Food	Maximum	Percentage of Maximum
3	DAIRY	391 1LB Cheese	9	33%
18	DAIRY	302 QT. Milk	28	64%
Total:				97%

If a food package is built with the following foods and quantities the system would NOT allow the food package to be created.

Quantity	Food Group	Food	Maximum	Percentage of Maximum
6	DAIRY	391 1LB Cheese	9	66 %
7	DAIRY	302 QT. Milk	28	25 %
2	DAIRY	300 ½ Gal. Milk	14	14 %
Total:				105 %

If a food package is built with the following formulas and quantities the system would NOT allow the food package to be created.

Qty	Food Group	Food	Maximum	Percentage of Maximum
31	DAIRY	420 CAN (YELLOW CAN) 13 OZ EACH LIQUID CONCENTRATE: ENFAMIL WITH IRON	31	100%
25	DAIRY	427 CAN (BLUE CAN) 32 OZ EACH READY-TO-USE FORMULA: ENFAMIL PROSOBEE	25	100 %

⁷⁶ Refer to section 10, Maximum Foods for details

Total: 200%

13.1 Add Food Package Page

Navigation Path: Sys Admin | Food Benefits | Food Package | Add Button

Food Package

*Food Package ID

*Description

*Number of FIs *Start Date *End Date

*Federal Food Package Number

Active Multiples Only

Comment

Food Package Foods + Add

Food ID	Quantity	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	Use Max Amounts?	Use Alternate?
No data to show																		

Food Package Assignments

Category	Description	Begin Month	End Month	Primary Standard	Enable for Package
C1	1 YEAR OLD CHILD	12	23	No	No <input type="checkbox"/>
C2	2 YEAR OLD CHILD	24	35	No	No <input type="checkbox"/>
C3	3 YEAR OLD CHILD	36	47	No	No <input type="checkbox"/>
C4	4 YEAR OLD CHILD	48	60	No	No <input type="checkbox"/>
EN	WOMAN, BREASTFEEDING, NO FORMULA	108	720	No	No <input type="checkbox"/>
IEN	INFANT, BREASTFEEDING, NO FORMULA	0	5	No	No <input type="checkbox"/>

Figure 46: Add Food Package Page

Fields:

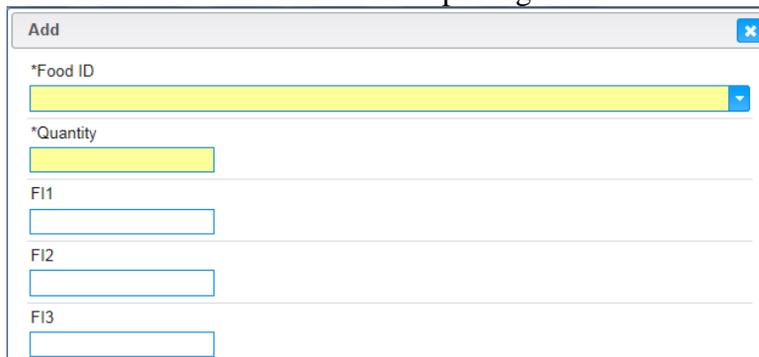
- **Food Package:**
 - **Food Package ID** – A user specified alphanumeric identifier of the food package.
 - **Description** – The verbose description of the food package.
 - **Number of FIs** – The number of FIs the package is to be split into.
 - **Start Date** – If the Active check box is checked, this date is the date that this food package can start to be prescribed to participants.
 - **End Date** – If the Active check box is checked, this date is the date that this food package can no longer be prescribed to participants.

- **Federal Food Package Number**⁷⁷ – The food package category.
- **Active** – Check box indicating if this record is active.
- **Multiples Only** – Check box indicating if the record is ONLY for pregnant women carrying multiples or postpartum women nursing multiples⁷⁸.

Note - To accommodate the linking of multiple infants from different pregnancies, the system will allow a date range of less than twelve months from the date of birth and actual delivery date. However, to allow linking multiple infants from one pregnancy to a mother, the date of births and actual delivery date must be within plus or minus ninety days.

- **Comment** – A free form text column for additional comments associated with the record.

-  – Click the Add button to display the Add/Edit Food Package Foods pop-up and add food items entries to the food package.



----- screen split -----



- **Food ID**⁷⁹ – Drop down list containing the available food items.
- **Quantity** – The total number of food items to be distributed across the food instruments, (Number of FIs setting).
- **FI1 (Through FI15)** – The quantity of the food items to display on the FI<numbered> (1-15) food instrument.

Note – The sum of quantities indicated in FI1– FI15 must be equal to the total number of FI’s configured within the Quantity field. The user is only allowed to

⁷⁷ Refer to section 12, Food Package Categories

⁷⁸ Multiples Definition – HANDS will allow a date range of less than twelve months from the date of birth and actual delivery date. However, to allow linking multiple infants from one pregnancy to a mother, the date of births and actual delivery date must be within plus or minus ninety days.

⁷⁹ Refer to section 9, Food Items for details

distribute the quantity over the number of FIs configured for the food package as indicated in the Number of FIs settings.

- **Use Max Amounts?**⁸⁰ – This box is checked if the amount set for the food item within the Maximum Foods module is to be used instead of the Quantity entered above on this screen. If enabled the max amount for the client category and age range will be evenly distributed across the number of food instruments specified in the Quantity field. If a maximum amount record cannot be found, an error message will display asking the user to enter the necessary data.

- **Use Alternative?** – This box is checked if the food instruments should alternate food items on a monthly basis. The “Alternating Month Food ID” is configured via the Food Items Module⁸¹.

Note 1 – The Use Alternative configuration is only available if an “Alternating Month food ID” is configured for the food item.

Note 2 – Both the chosen Food Item and the Alternate Food Item will appear in the Food Package Foods section. The user must edit the Alternate Food Item’s record to set the Quantity and FII – FI15 fields associated with the Alternate Food Item.

- **OK** – Returns focus to the Add Food Package page, listing the newly added food items in an unsaved state. The user must choose the Save button to save changes made via the Add Food Packages Foods Pop-up.
- **Cancel** – Clears any food item configurations made and returns focus to the Add Food Package page.

- **Food Package Foods:**

- **Food ID**⁸² – The Food Item.
- **Quantity** – The total number of food items to be distributed across the food instruments, (Number of FIs setting).
- **FII (Through FI15)** – The quantity of the food items to display on the FI<numbered> (1-15) food instrument.

Note 1 – The sum of quantities indicated in FII– FI15 must be equal to the total number of FI’s configured within the Quantity field. The user is only allowed to distribute the quantity over the number of FIs configured for the food package as indicated in the Number of FIs settings.

Note 2 – Substitution (OR) food quantities must be distributed over the same number of FIs. For example: Beans are listed as the Substitution (OR) food item via the Peanut Butter food item. If Peanut Butter is configured to be distributed on food instruments 1 and 2, then the Beans will also have to be distributed on food instruments 1 and 2.

Note 3 – Formula food items cannot be issued on the same food instrument of any other food item, regardless if the other food item is a formula food item or not.

- **Use Max Amounts?**⁸³ – This box is checked if the amount set for the food item within the Maximum Foods module is to be used instead of the Quantity entered above on this screen. If enabled the max amount for the client category and age range will be evenly distributed across the number of food instruments specified in the Quantity field. If a

⁸⁰ Refer to section 10, Maximum Foods for details

⁸¹ Refer to section 9, Food Items for details

⁸² Refer to section 9, Food Items for details

⁸³ Refer to section 10, Maximum Foods for details

maximum amount record cannot be found, an error message will display asking the user to enter the necessary data.

- **Us Alternative?** – This box is checked if the alternate food for the food item is to be included on the food item’s food instruments.
-  **(Edit Icon)** – When selected navigation will switch to the Add/Edit Food Package Foods pop-up for editing the food item record.

*Note – The  **(Edit Icon)** will only appear if there is at least 1 food item record associated with the food package.*

-  **(Delete Icon)** – When selected navigation will switch to the Delete Food Package pop-up window to confirm the deletion of the food package record.

*Note – The  **(Delete Icon)** will only appear if there is at least 1 food item record associated with the food package.*

- **Food Package Assignments:**

- **Category**⁸⁴ – Client category code
- **Description** – Client category description
- **Begin Month** – Age in Months the client’s current age must be greater than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **End Month** – Age in Months the client’s current age must be less than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **Primary Standard** – Checking this box makes the current package the primary standard for the category group.
- **Enable for Package** – Checking this box assigns the current package to the category group.
-  **(Edit Icon)** – When selected navigation will switch to the Edit Food Package Assignments pop-up window.



- **Primary Standard** – Checking this box makes the current package the primary standard for the category group.
- **Enable for Package** – Checking this box assigns the current package to the category group.
- **OK** – Returns focus to the Add Food Package page, listing the newly added food items in an unsaved state. The user must choose the Save button to save changes made via the Add Food Packages Foods Pop-up.
- **Cancel** – Clears any food item configurations made and returns focus to the Add Food Package page.

⁸⁴ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

Buttons:

- **Back to List** – Navigation is returned to the Food Packages main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Food Packages page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

13.2 Edit Food Package Page

Navigation Path: Sys Admin | Food Benefits | Food Package |  (Edit Icon beside records description)

Food Package

*Food Package ID: 922211

*Description: ISOMIL ADVANCE, PWD, 1 CAN, INF 6-12 MOS.

*Number of FIs: 2 *Start Date: 07/03/2007 *End Date: 02/21/2010

*Federal Food Package Number: [Dropdown]

Active Multiples Only

Comment: Created for new contract formula BM 7/3/07

Food ID	Quantity	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	Use Max Amounts?	Use Alternate?	
1026-SIMILAC SOY ISOMIL CAN (12.4 OZ E ACH) POWDERED	1	1	0														No	No	
403-INFANT CEREAL OZ (UP TO 24 OZ) PLAIN WIC DRY	24	0	24														No	No	
400-INFANT FRUIT JUICE (NO ORGANIC OR YOGURT BLEND) JAR (4.0...	15	0	15														No	No	

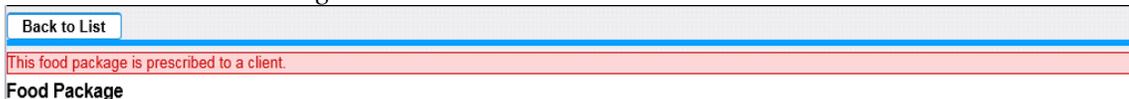
Category	Description	Begin Month	End Month	Primary Standard	Enable for Package	
C1	1 YEAR OLD CHILD	12	23	No	No	
C2	2 YEAR OLD CHILD	24	35	No	No	
C3	3 YEAR OLD CHILD	36	47	No	No	

Buttons: Add, Copy, Save, Reset

Figure 47: Edit Food Package Page

Fields:

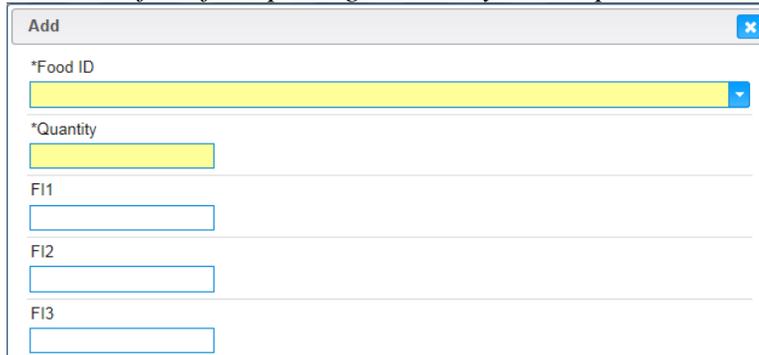
Note – If the following message is displayed at the top of the Edit Food Package page, the food package has been prescribed to at least one client and as such no further additions or edits can be made to the Food Package ID, Number of FI’s and all fields listed in the Food Package Foods section.



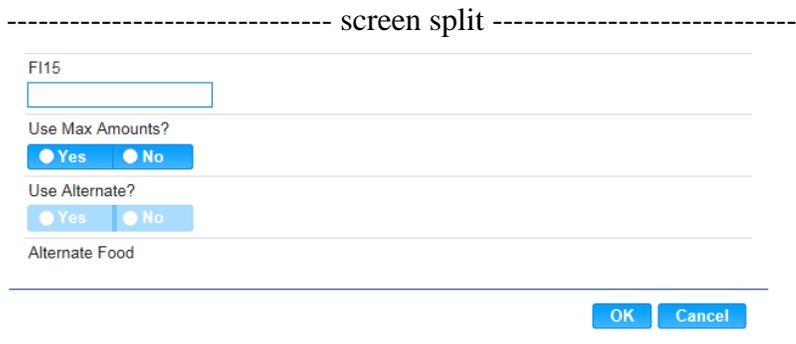
- **Food Package:**
 - **Food Package ID** – A user specified alphanumeric identifier of the food package.
 - **Description** – The verbose description of the food package.
 - **Number of FIs** – The number of FIs the package is to be split into.
 - **Start Date** – If the Active check box is checked, this date is the date that this food package can start to be prescribed to participants..

- **End Date** – If the Active check box is checked, this date is the date that this food package can no longer be prescribed to participants.
 - **Federal Food Package Number**⁸⁵ – The food package category.
 - **Active** – Check box indicating if this record is active.
 - **Multiples Only**⁸⁶ – Check box indicating if the record is ONLY for pregnant women carrying multiples or postpartum women nursing multiples.
 - **Comment** – A free from text column for additional comments associated with the record.
-  **Add** – Click the Add button to display the Add/Edit Food Package Foods pop-up and add Food Items entries to the Food Package.

Note – The  button and Add Food Package Foods pop-up window are only available if the food package has not yet been prescribed to a client.



----- screen split -----



- **Food ID**⁸⁷ – Drop down list containing the available food items.
- **Quantity** – The total number of Food Instruments (FI) associated with the food item.
- **FI1** – The quantity of the food items to provide with the first FI.
- **FI2** – The quantity of the food items to provide with the second FI.
- **FI3** – The quantity of the food items to provide with the third FI.
- **FI4** – The quantity of the food items to provide with the fourth FI.
- **FI<N>** – The quantity of the food items to provide with the <Nth> FI.

⁸⁵ Refer to section 12, Food Package Categories

⁸⁶ Multiples Definition – HANDS will allow a date range of less than twelve months from the date of birth and actual delivery date. However, to allow linking multiple infants from one pregnancy to a mother, the date of births and actual delivery date must be within plus or minus ninety days.

⁸⁷ Refer to section 9, Food Items for details

- *Note – The sum of quantities indicated in FII– FI<N> must be equal to the total number of FI’s configured within the Quantity field.*
- **Use Max Amounts?**⁸⁸ – This box is checked if the amount set for the food item within the Maximum Foods module is to be used instead of the Quantity entered above on this screen. If enabled the max amount for the client category and age range will be evenly distributed across the number of food instruments specified in the Quantity field. If a maximum amount record cannot be found, an error message will display asking the user to enter the necessary data.
- **Us Alternative?** – This box is checked if the alternate food for the food item is to be included on the food item’s food instruments.
- **OK** – Returns focus to the Add Food Package page, listing the newly added food items in an unsaved state. The user must choose the Save button to save changes made via the Add Food Packages Foods Pop-up.
- **Cancel** – Clears any food item configurations made and returns focus to the Add Food Package page.
- **Food Package Foods:**
 - **Food ID**⁸⁹ – The Food Item.
 - **Quantity** – The total number of Food Instruments (FI) associated with the food item.
 - **FI1** – The quantity of the food items to provide with the first FI.
 - **FI2** – The quantity of the food items to provide with the second FI.
 - **FI3** – The quantity of the food items to provide with the third FI.
 - **FI4** – The quantity of the food items to provide with the fourth FI.
 - **FI<N>** – The quantity of the food items to provide with the <Nth> FI.

Note – The sum of quantities indicated in FII– FI<N> must be equal to the total number of FI’s configured within the Quantity field.

 - **Use Max Amounts?**⁹⁰ – This box is checked if the amount set for the food item within the Maximum Foods module is to be used instead of the Quantity entered above on this screen. If enabled the max amount for the client category and age range will be evenly distributed across the number of food instruments specified in the Quantity field. If a maximum amount record cannot be found, an error message will display asking the user to enter the necessary data.
 - **Us Alternative?** – This box is checked if the alternate food for the food item is to be included on the food item’s food instruments.
 -  **(Edit Icon)** – When selected navigation will switch to the Add/Edit Food Package Foods pop-up for editing the food item record.
 -  **(Delete Icon)** – When selected navigation will switch to the Delete Food Package pop-up window to confirm the deletion of the food package record.
- **Food Package Assignments:**
 - **Category**⁹¹ – Client category code
 - **Description** – Client category description

⁸⁸ Refer to section 10, Maximum Foods for details

⁸⁹ Refer to section 9, Food Items for details

⁹⁰ Refer to section 10, Maximum Foods for details

⁹¹ Refer to Section 12, Category Groups of the “HANDS DFDD System Administration” document for details

- **Begin Month** – Age in Months the client’s current age must be greater than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **End Month** – Age in Months the client’s current age must be less than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **Primary Standard** – Checking this box makes the current package the primary standard for the category group.
- **Enable for Package** – Checking this box assigns the current package to the category group.
-  **(Edit Icon)** – When selected navigation will switch to the Edit Food Package Assignments pop-up window.



- **Primary Standard** – Checking this box makes the current package the primary standard for the category group.
- **Enable for Package** – Checking this box assigns the current package to the category group.
- **OK** – Returns focus to the Add Food Package page, listing the newly added food items in an unsaved state. The user must choose the Save button to save changes made via the Add Food Packages Foods Pop-up.
- **Cancel** – Clears any food item configurations made and returns focus to the Add Food Package page.

Buttons:

- **Back to List** – Navigation is returned to the Food Packages main page. If there is unsaved work the Save Confirmation notification appears.
- **Add** – When selected focus is passed to the Add Food Packages page.
- **Copy** – When selected focus is passed to the Edit Food Package page, with fields pre-set to the values associated with the current Edit Food Package page.
Note – The ability to add and edit food items will be possible for the copied food package because it has not yet been prescribed to a client.
- **Save** – The modifications to the record are saved and focus remains on the Edit Food Packages page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

14 VOID REASONS

The Void Reasons module allows for the configuration of void reason codes to be associated with food vouchers that have been issued and need to be voided.

Navigation Path: Sys Admin / Food Benefits / Void Reasons

Fmnp Flag	Void Reason Code	Description	Stop Pay Flag	Reissue Flag	Date Created	Created By	Date Modified	Modified By	Note
N	B	LOST OR STOLEN	N	N	01/10/2000	WICADM	01/11/2000	WICADM	
N	C	NO-SHOW/UNCLAIMED	N	N	01/10/2000	WICADM	01/11/2000	WICADM	
N	A	DAMAGED, UNISSUED	N	Y	01/10/2000	WICADM	02/05/2001	PISTINM	
N	D	REPLACEMENT OR FOOD PACKAGE CHANGE	N	Y	01/10/2000	WICADM	09/01/2010	WICADM	Changed from: "Replaced/Food Package Chg" on 09/01/2010 AB
N	E	RETURNED BY CLIENT/UNUSED	N	N	01/11/2000	WICADM	02/05/2001	PISTINM	
N	F	PRINTED/NOT ISSUED	N	Y	01/11/2000	WICADM	07/30/2014	SHAQ	
N	G	MISPRINTED TEXT	N	Y	01/11/2000	WICADM	02/05/2001	PISTINM	
N	H	TERMINATION	N	N	01/11/2000	WICADM	02/05/2001	PISTINM	
N	I	CATEGORIC INELIGIBILITY	N	N	01/11/2000	WICADM	02/05/2001	PISTINM	
N	J	LATE PICKUP/REDUCED FOOD PACKAGE	N	N	01/11/2000	WICADM	02/05/2001	PISTINM	

Figure 48: Void Reasons Main Page

Fields:

- **Fmnp Flag** – A Y/N indication of if the record can be used to Void/Reissue coupons in the Farmer's Market module.
- **Void Reason Code** – The code for the void reason created by the user.
- **Description** – The description of the reason for voiding a food instrument.
- **Stop Play Flag** – A Yes/No indicator of whether the void reason requires that payment be stopped for the food instrument.
- **Reissue Flag** – A Yes/No indicator of whether the void reason permits re-issuance of the food instrument.
- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

Buttons:

- **Add** – When selected focus is passed to the Add Void Reasons page.

Calculation(s): None

Background Processes: None

14.1 Add Void Reasons Page

Navigation Path: Sys Admin | Food Benefits | Void Reasons | Add Button

Figure 49: Add Void Reasons Page

Fields:

- **Fmnp Flag** – A Yes/No indication of if the record can be used to Void/Reissue coupons in the Farmer’s Market module.
- **Void Reason Code** – The code for the void reason created by the user.
- **Description** – The description of the reason for voiding a food instrument.
- **Stop Play Flag** – A Yes/No indicator of whether the void reason requires that payment be stopped for the food instrument.
- **Reissue Flag** – A Yes/No indicator of whether the void reason permits re-issuance of the food instrument.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

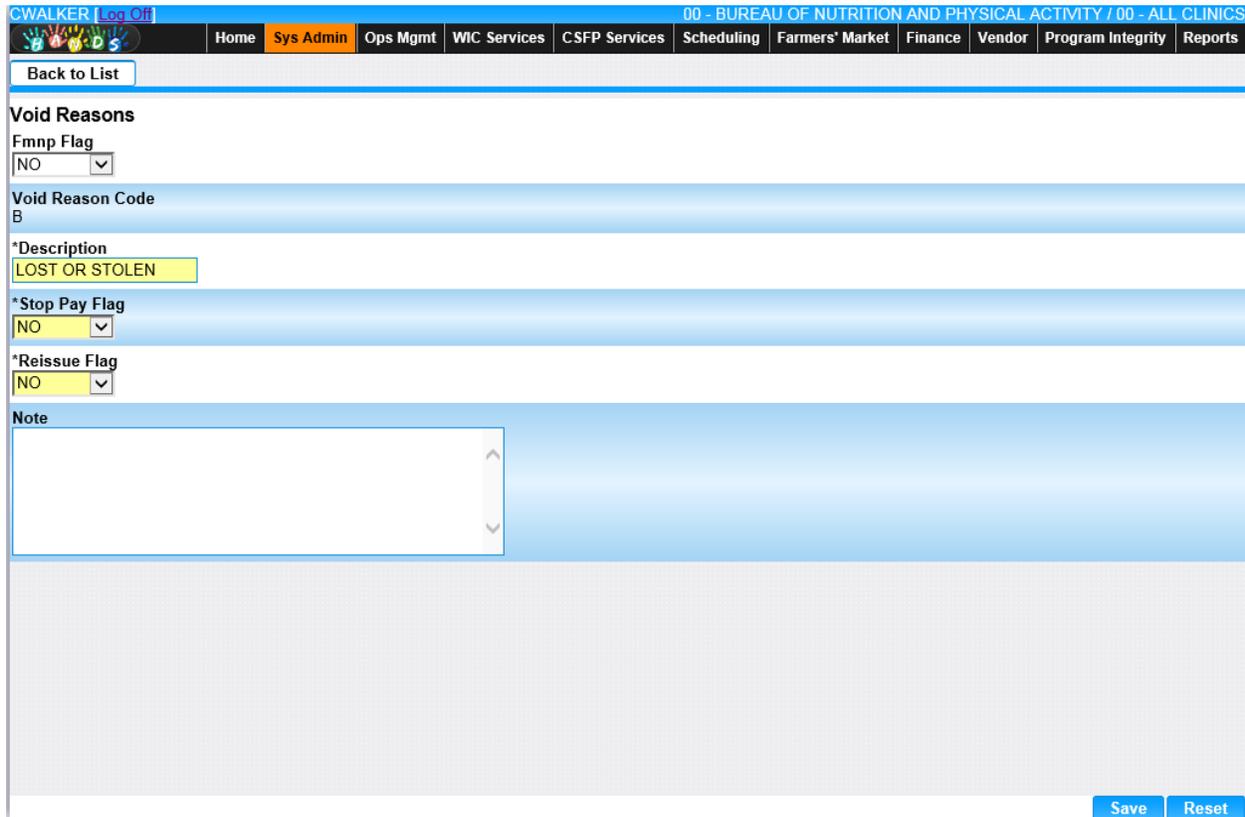
- **Back to List** – Navigation is returned to the Void Reasons main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The new record is saved and focus switches to the Edit Void Reasons page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

14.2 Edit Void Reasons Page

Navigation Path: Sys Admin / Food Benefits / Void Reasons /  (Edit Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services C.SFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Void Reasons

Fmnp Flag
NO

Void Reason Code
B

*Description
LOST OR STOLEN

*Stop Pay Flag
NO

*Reissue Flag
NO

Note

Save Reset

Figure 50: Edit Void Reasons Page

Fields:

- **Fmnp Flag** – A Yes/No indication of if the record can be used to Void/Reissue coupons in the Farmer's Market module.
- **Void Reason Code** – The code for the void reason created by the user.
- **Description** – The description of the reason for voiding a food instrument.
- **Stop Play Flag** – A Yes/No indicator of whether the void reason requires that payment be stopped for the food instrument.
- **Reissue Flag** – A Yes/No indicator of whether the void reason permits re-issuance of the food instrument.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

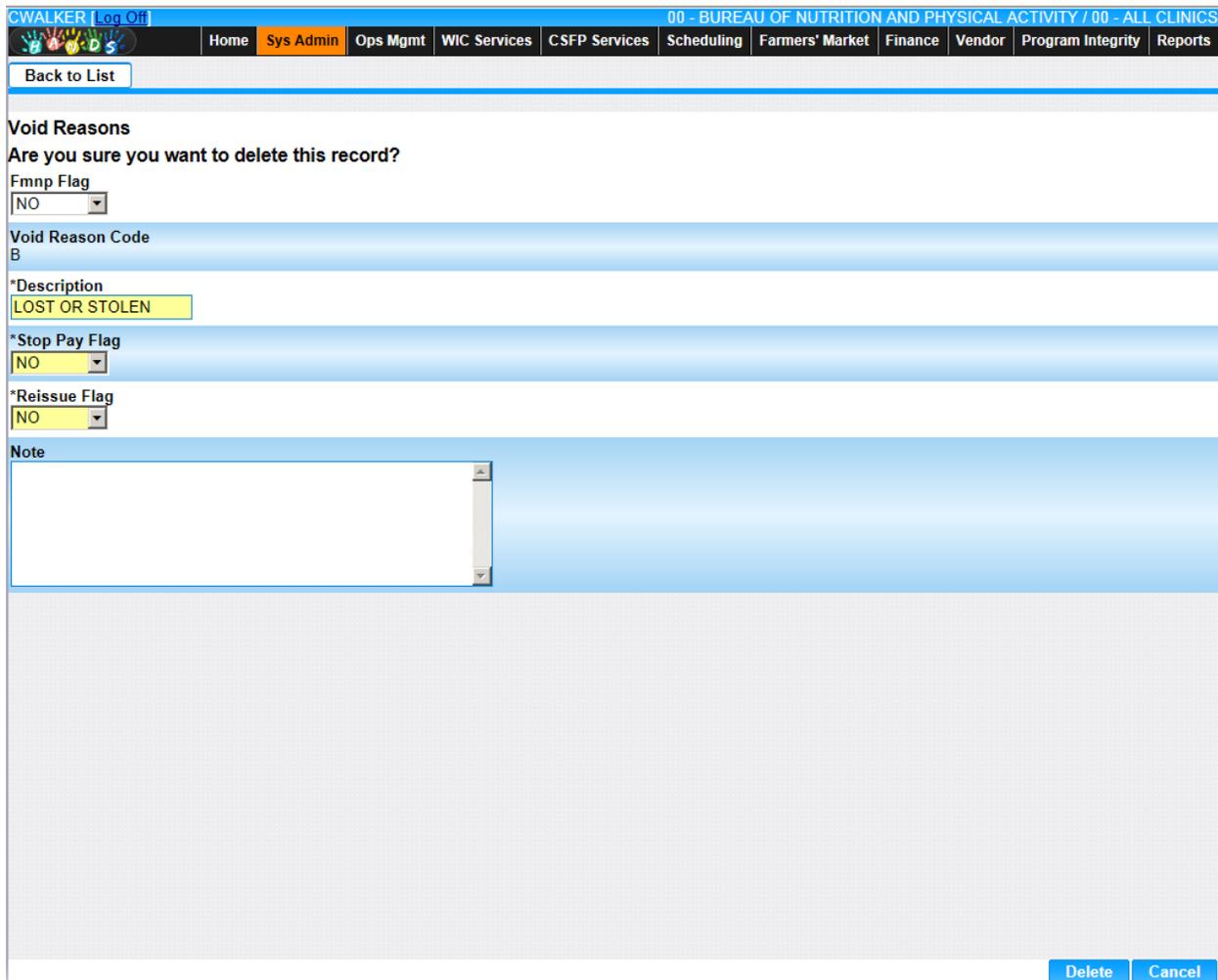
- **Back to List** – Navigation is returned to the Void Reasons main page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – The modified record is saved and focus remains on the Edit Void Reasons page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

14.3 Delete Void Reasons Page

Navigation Path: Sys Admin | Food Benefits | Void Reasons |  (Delete Icon)



CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Void Reasons

Are you sure you want to delete this record?

Fmnp Flag
NO

Void Reason Code
B

*Description
LOST OR STOLEN

*Stop Pay Flag
NO

*Reissue Flag
NO

Note

Delete Cancel

Figure 51: Delete Void Reasons Page

Fields:

- **Fmnp Flag** – A Yes/No indication of if the record can be used to Void/Reissue coupons in the Farmer’s Market module.
 - **Void Reason Code** – The code for the void reason created by the user.
 - **Description** – The description of the reason for voiding a food instrument.
 - **Stop Play Flag** – A Yes/No indicator of whether the void reason requires that payment be stopped for the food instrument.
 - **Reissue Flag** – A Yes/No indicator of whether the void reason permits re-issuance of the food instrument.
- Note* – A voided food instrument cannot be reissued for the voided month, in cases where the provided void reason code chosen does not have the reissue flag set to “Yes”.
- **Note** – A free text field used for storing notes specific to the record.

Buttons:

- **Back to List** – Navigation is returned to the Void Reasons main page.
- **Delete** – The record is deleted and focus switches to the Void Reasons main page.
- **Cancel** – The Delete Void Reasons page is closed and focus is switched back to the Void Reasons main page.

Calculation(s): None

Background Processes: None

15 FB LOOKUP

The food benefit (FB) lookup module is used to examine food instruments. The user may query by participant, participant family, vendor id, farmer’s market id, date to use range and by serial number range.

Navigation Path: Sys Admin / Food Benefits / FB Lookup

The screenshot shows the 'FB Lookup' interface. At the top, there is a navigation bar with 'WALKER [Log Off]' and '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. Below this is a menu with 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. The 'FB Lookup' dropdown is selected.

The main section is titled 'Food Benefit Lookup' and contains several input fields:

- Family ID: 149994159
- Client ID: 1341402942
- Vendor ID: (empty)
- Farmer ID: (empty)
- CVV ID: (empty)

Below these are sections for 'Date to Use Range' (First Date to Use, Last Date to Use) and 'Serial Number Range' (Starting Serial Number, Ending Serial Number).

The 'Food Benefits' table has the following data:

Serial Number	Preview Check	Family ID	Client ID	Issue Date	First Date to Use	Last Date to Use	Cleared Date	Redemption Amount	Void Date	Void Reason	Voided By	Vendor ID	Rejected Date	Rec Am
0072193672	Preview Check	149994159	1341402942	11/03/2014	11/03/2014	12/02/2014								
0072193671	Preview Check	149994159	1341402942	11/03/2014	11/03/2014	12/02/2014								

The table shows 2 rows, with a row count of 10 and 'Showing 1-2 of 2'.

The 'CVVs' table has the following data:

Serial Number	Preview Check	Family ID	Client ID	Issue Date	First Date to Use	Last Date to Use	Cleared Date	Redemption Amount	Void Date	Void Reason	Voided By	Vendor ID	Farmer ID	Rejec Date
0072193674	Preview Check	149994159	1341402942	11/03/2014	11/03/2014	12/02/2014								
0072193673	Preview Check	149994159	1341402942	11/03/2014	11/03/2014	12/02/2014								

The table shows 2 rows, with a row count of 10 and 'Showing 1-2 of 2'. At the bottom right, there are 'Search' and 'New Search' buttons.

Figure 52: FB Lookup Main Page

Fields:

Food Benefit Lookup:

- **Family ID**⁹² – Enter a Family ID to search for food instruments issued to clients associated with the family and choose the Search button.
- **Client ID**⁹³ – Enter a Client ID to search for food instruments issued to the client and choose the Search button.

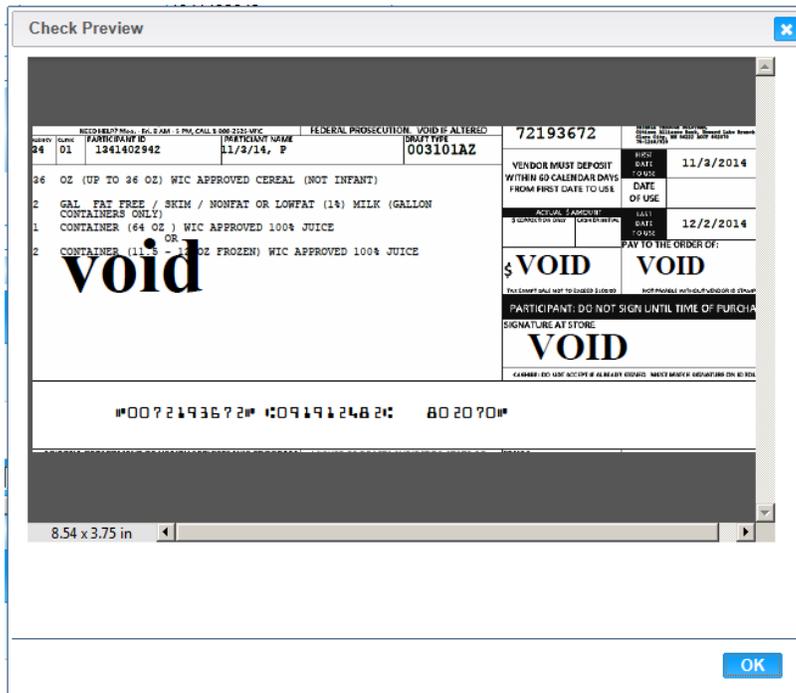
⁹² Refer to the “HANDS DFDD EnrollandCert for details

⁹³ Refer to the “HANDS DFDD EnrollandCert for details

- **Vendor ID⁹⁴** – Enter the Vendor ID to search for food instruments redeemed at the vendor location and choose the Search button.
- **Farmer ID⁹⁵** – Enter the Farmer ID to search for food instruments redeemed at the Farmer’s Market and choose the Search button.
- **CVV ID⁹⁶** – The number that uniquely identifies each farmer who accepts Cash Value Vouchers. The Farmer name is shown when the CVV ID field is validated.
- **Date to Use Range – From: / To: -** Enter the beginning and end date for which food instruments will be searched and choose the Search button.
Note - The field used in searching is the first date to spend.
- **Serial Number Range – From: / To: -** Enter the beginning and ending serial numbers for which food instruments will be searched and choose the Search button.

Food Benefits (Search Grid):

- **Serial Number** – The number imprinted on the food instrument.
- **Preview Check** – Select the  button in order to preview the contents of the food instrument associated with the record.



- **Family ID** – The family ID associated with the client the food instrument was issued to.
- **Client ID** – The Client ID associated with the client the food instrument was issued to.
- **Issue Date** – The date the FI was created.
- **First Date to Use** – The first date that the food instrument can be used.
- **Last Date to Use** – The last day which the food instrument may be redeemed for WIC Foods.

⁹⁴ Refer to the “HANDS DFDD Vendor” document for details

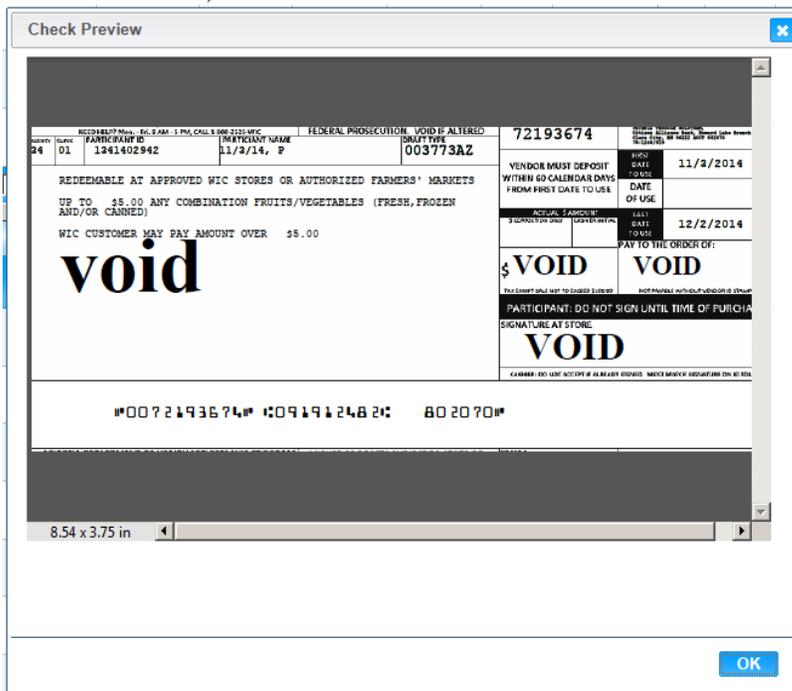
⁹⁵ Refer to the “HANDS DFDD Farmers Market” document for details

⁹⁶ Refer to the “HANDS DFDD Farmers Market” document for details

- **Cleared Date** – The date on which the food instrument was paid by the WIC fiscal intermediary.
- **Redemption Amount** – The dollar amount which was paid to the vendor for a particular food instrument.
- **Void Date** – The date the food instrument was voided.
- **Void Reason** – The reason the food instrument was voided.
- **Voided By** – The ID of the user that voided the food instrument.
- **Vendor ID** – The vendor ID of the vendor where the food instrument was redeemed.
- **Rejected Date** – The date on which the food instrument was rejected by the WIC fiscal intermediary.
- **Requested Amount** – The amount that was requested by Vendor Management for payment on a rejected food instrument.
- **Rejected Reason** – The reason(s) the food instrument was rejected by the fiscal intermediary.
- **Issued By** – The user ID of the user that issued the food instrument.
- **LA/Clinic** – The Local Agency or Clinic that issued the food instrument.

CVVs (Search Grid):

- **Serial Number** – The number imprinted on the food instrument.
- **Preview Check** – Select the  button in order to preview the contents of the food instrument, associated with the record.



- **Family ID** – The family ID associated with the client the food instrument was issued to.
- **Client ID** – The Client ID associated with the client the food instrument was issued to.
- **Issue Date** – The date the FI was created.
- **First Date to Use** – The first date that the food instrument may be redeemed for WIC Foods.
- **Last Date to Use** – The last day which the food instrument may be redeemed for WIC Foods.

- **Cleared Date** – The date on which the food instrument was paid by the WIC fiscal intermediary.
- **Redemption Amount** – The dollar amount which was paid to the vendor for a particular food instrument.
- **Void Date** – The date the food instrument was voided.
- **Void Reason** – The reason the food instrument was voided.
- **Voided By** – The ID of the user that voided the food instrument.
- **Vendor ID** – The vendor ID of the vendor where the food instrument was redeemed.
- **Farmer ID** – The Farmer’s ID of the farmer’s market where the food instrument was redeemed.
- **Rejected Date** – The date on which the food instrument was rejected by the WIC fiscal intermediary.
- **Requested Amount** – The amount that was requested by Vendor Management for payment on a rejected food instrument.
- **Rejected Reason** – The reason(s) the food instrument was rejected by the fiscal intermediary.
- **Issued By** – The user ID of the user that issued the food instrument.
- **LA/Clinic** – The Local Agency or Clinic that issued the food instrument.

Buttons:

- **Search** – Press this button to execute query of search criteria entered. Results are sorted in descending order by serial number, resulting in the most recent serial number displaying at the top of the list.
- **New Search** – Press this button to clear search criteria entered and search results retrieved.

Calculation(s): None

Background Processes: None

16 UN-VOID FOOD BENEFITS

The Un-Void Food Benefits module allows state personnel with a specific role the ability to unvoid food instruments (FI) that were voided in the past (prior to present day).

Note – The Un-Void Food Benefits module will only allow unvoided checks that were voided during the present day when logged in as the Local Agency Staff with a specified role⁹⁷.

Navigation Path: Sys Admin / Food Benefits / Un-Void Food Benefits

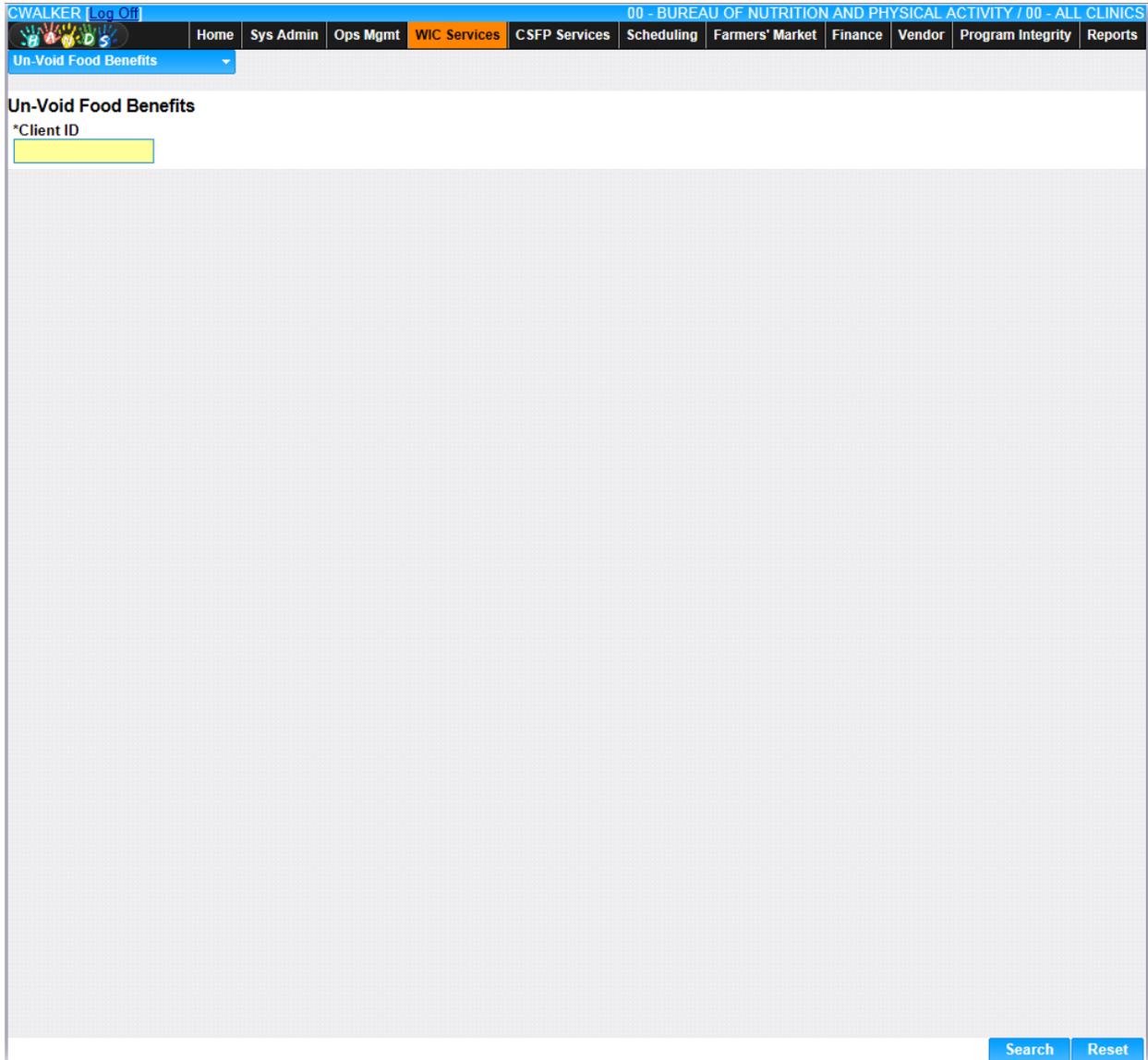


Figure 53: Un-Void Food Benefits Search Page

⁹⁷ Refer to the “HANDS DFDD Food Package Local Agency” document for details.

Fields:

- **Client ID** – The Client ID associated with the client the food instrument was issued to.

Buttons:

- **Search** – Press this button to execute query of search criteria entered.
- **Reset** – Press this button to clear search criteria entered and search results retrieved.

Calculation(s): None

Background Processes:

This process will check if the client belongs to the logged in agency/clinic. If not then it will display an error message saying that user cannot un-void client belonging to another agency/clinic.

16.1 Un-Void Food Benefits Action Page

Navigation Path: Sys Admin | Food Benefits | Un-Void Food Benefits | Search

Client Information

Client ID: 1021402886 Last Name: VCBCVB First Name: CVBCVB MI:

<input type="checkbox"/>	FI Number	First Date to Use	Last Date to Use	Void Reason
<input type="checkbox"/>	0072025623	10/28/2014	11/27/2014	G
<input type="checkbox"/>	0072025622	10/28/2014	11/27/2014	G
<input type="checkbox"/>	0072025621	10/28/2014	11/27/2014	G

Row count: 10 Showing 1-3 of 3

*Comment:

*Requested User: CWALKER

Save Reset

Figure 54: Un-Void Food Benefits Action Page

Fields:

Client Information:

- **Client ID**⁹⁸ – The Client ID associated with the client the food instrument was issued to.
- **Last Name** – Last name of the client.
- **First Name** – First name of the client.
- **MI** – Middle Initial of the client’s name.

Un-Void Food Benefits:

⁹⁸ Refer to the “HANDS DFDD EnrollandCert for details

Note – A food instrument will not appear in the search grid if the last day to use (LDTU) has passed.

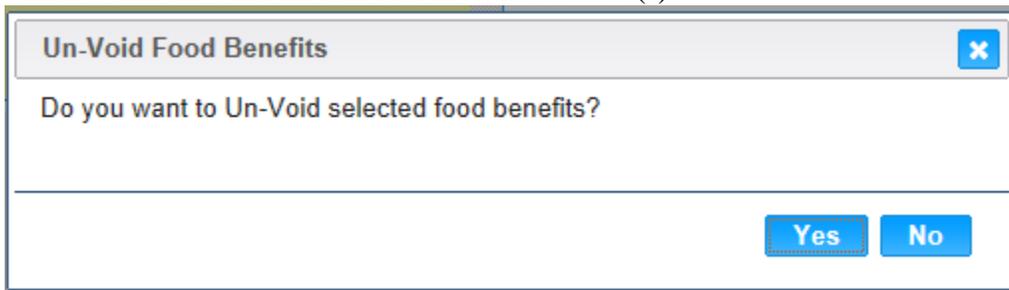
- **FI Number** – The food instrument number.

Note – Choose the Check Box of the record(s) associated with the food instruments you would like to Un-Void.

- **First Date to use** – The first date that the food instrument may be redeemed for WIC Foods.
- **Last Date to Use** – The last day which the food instrument may be redeemed for WIC Foods.
- **Void Reason**⁹⁹ – The reason the food instrument was voided.

Buttons:

- **Back to List** – Navigation is returned to the Un-Void Food Benefits Search page. If there is unsaved work the Save Confirmation notification appears.
- **Save** – Press this button to display the Un-Void Food Benefits Acknowledgement pop-up window and un-void the selected food instrument(s).



- - Close the Un-Void Food Benefits modal and returns focus to the Un-Void Food Benefits Action page.
- - Choose the Yes button to un-void the selected food instruments.
- - Choose the No button to close the Un-Void Food Benefits Acknowledgement pop-up window and return focus to the Un-Void Food Benefits Action page.
- **Reset** – Press this button to uncheck any check boxes that have been checked.

Calculation(s): None

Background Processes: None

⁹⁹ Refer to section 14, Void Reasons for details.

17 VOID UN-ISSUED FOOD BENEFITS

Navigation Path: Sys Admin | Food Benefits | Void Un-Issued Food Benefits

The screenshot shows the 'Void Un-Issued Food Benefits' page. At the top, there is a navigation bar with the user 'CWALKER [Log Off]' and the system name '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. Below this is a menu with 'Appointment Statuses' and a dropdown arrow. The main content area is titled 'Void Un-Issued Food Benefits' and contains the following fields:

- *Starting Serial Number: A text input field.
- *Ending Serial Number: A text input field.
- *Void Reason: A dropdown menu.
- Comment: A text area with a vertical scrollbar.

At the bottom right of the form, there are two buttons: 'Save' and 'Reset'.

Figure 55: Void Un-Issued Food Benefits Page

Fields:

- **Starting Serial Number** – The Start and End Serial Numbers make up a range of serial numbers assigned to food instruments.
- **Ending Serial Number** – The Start and End Serial Numbers make up a range of serial numbers assigned to food instruments.
- **Void Reason**¹⁰⁰ – A drop down list of valid void reasons assigned to the voided food instruments.
- **Comment** – A free from text column for additional comments associated with the record.

Buttons:

- **Save** – Press this button to void the food instruments meeting the search criteria.
- **Reset** – Press this button to clear search criteria.

Calculation(s): None

Background Processes:

¹⁰⁰ Refer to section 14, Void Reasons for details.

