



FMNP in



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3.12.15

Step By Step

- Clinic Set Up
 - Checking the box to give a clinic the ability to print FMNP checks
- Check Inventory Allocation
 - Allotting a specific number of checks to each clinic in the agency
 - This step is optional

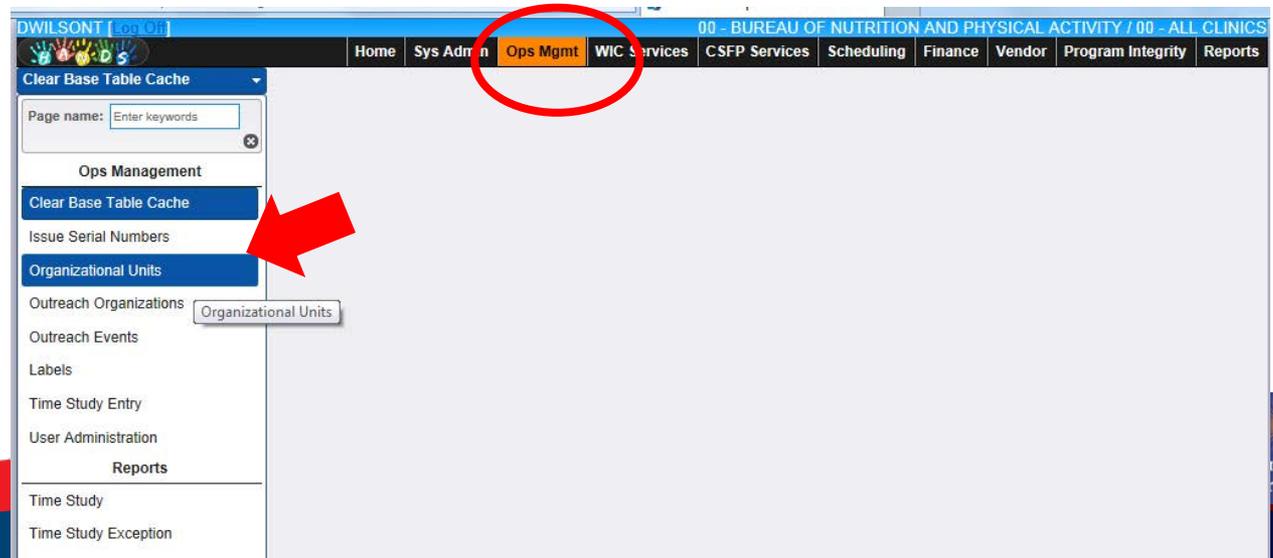
Step By Step

- Printing FMNP Checks
- Void/Reissue FMNP Checks
- Other Stuff and Things
 - Coupon Lookup
 - R/O for seniors
 - Participant Guides
 - Market Lists



Clinic Set Up

- Checking the box to give a clinic the ability to print FMNP checks
- Go to Ops Mgmt, use drop down to find Organizational Units



Clinic Set Up

- Choose the clinic, by clicking on it

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Organizational Units

Organizational Units

ACTIVE ALL

Organizational Code Name Organizational Level

Organizational Code	Name	Organizational Level	Active	Start Date	End Date
01	<input type="checkbox"/> CLIFTON WIC	CLINIC	<input checked="" type="checkbox"/>	01/01/2000	01/01/2050
01	<input type="checkbox"/> FT YUMA INDIAN HOSPITAL WIC	CLINIC	<input checked="" type="checkbox"/>	01/01/2000	01/01/2050
97	<input type="checkbox"/> HB - GLENCROFT TOWERS	CLINIC	<input checked="" type="checkbox"/>	01/01/2000	01/01/2050

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Clinic Set Up

- Check the box next to Farmers' Market, and add comment
- Save

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Back to List

*Organizational Code: 01 *Name: FT YUMA INDIAN HOSPITAL WIC *Organizational Level: CLINIC *Organizational Size: SMALL

*Parent Org. Code: 17 - COCOPA TRIBE WIC PROGR *Active *Start Date: 01/01/2000 End Date: 01/01/2050

FNS Identifier *Elevation: 0 to 2999 feet WIC Office Space - Square Footage: 0 Measuring Unit: E

*Address 1: PO BOX 1368, INDIAN HILL Email Address: Contact Info. Staff Member: MAXWELL, LEO.

Address 2: Comment:

*City, State, ZIP Code, and County: YUMA, AZ 85366 YUMA

Number	Ext.	Type
(928) 627-2681		WP : WORK PHONE
(800) 862-4911		WP : WORK PHONE
(520) 572-2133		FAX : FAX

Operating Characteristics

Print Appointment Notices Print Appointment Labels

WIC Clinic CSFP Clinic CSFP Distribution Site Farmers' Market

Appointment Interval: 15 *Cross Streets: N/A

Comment: Added FMNP issuance ability 3.1.15

Phone Type	Phone Number	Ext.	Priority
WP : WORK PHONE	(760) 572-4129		Primary
FAX : FAX	(760) 572-4230		Other

Program	Comment
ZZ WIC	
CSFP	

*Served ZIP Codes: 662 selected

om/OperationsManagement/OrganizationalUnit/Edit

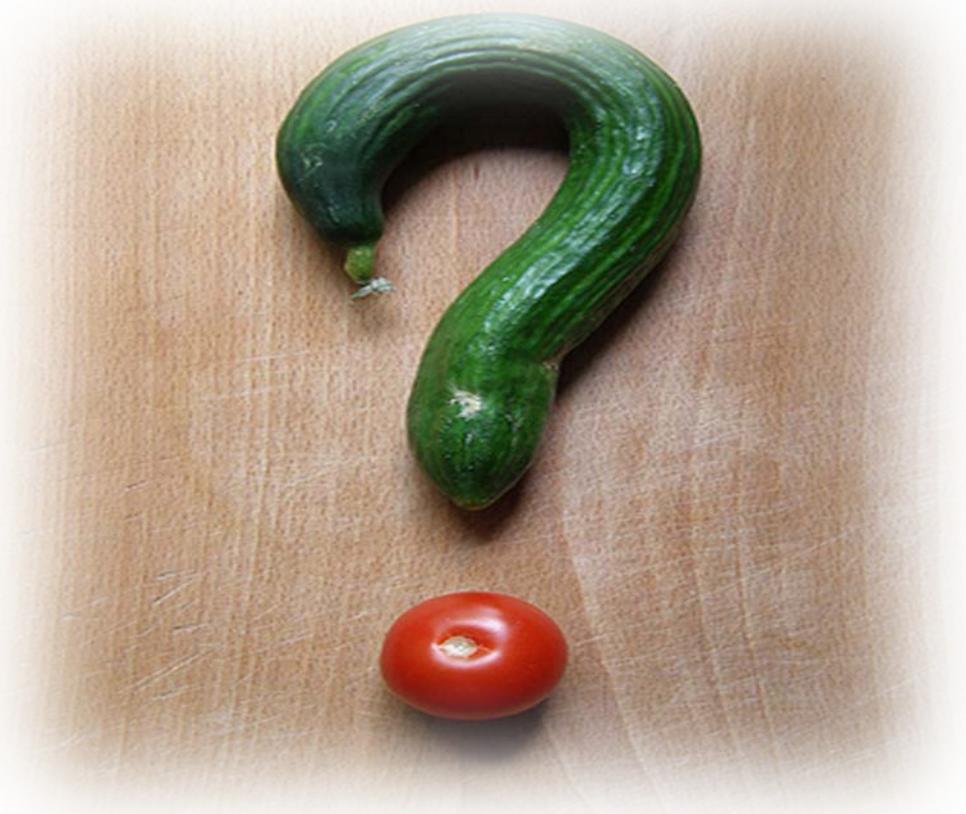
Print Civil Rights Complaint Form Save Reset

Clinic Set Up

- Once Farmers' Market has been activated in HANDS, the FMNP tabs will appear in Food Package area



Questions...



Check Inventory Allocation

- Go to Farmers' Market, use drop down to find Coupon Inventory

The screenshot displays the HANDS system interface. The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, Reports, and Help. The 'Farmers' Market' link is circled in red. Below this, a secondary navigation bar contains links for Policy and Procedure Manual (AZ P&P), WIC Code Manual, CSI Sheets, AZ WIC, and Password Help, with 'Password Help' also circled in red. On the left side, a dropdown menu is open, showing options such as Farmer Dashboard, Farmer Lookup, Coupon, Coupon Lookup, Coupon Inventory (circled in red), and Reports. The main content area shows a header for 'ADELANTE HEALTHCARE' and a table with a row count of 10 and 'Showing 1-1 of 1' items. The page also features a 'Champions for Change' banner and the Arizona Department of Health Services logo in the bottom right corner.

Check Inventory Allocation

- Search for the current FFY coupon inventory, click edit icon

DWILSONT [Log Out] 28 - ADELANTE HEALTHCARE / 00 - ALL CLINICS

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Coupon Inventory

Coupon Inventory

Agency ID	Agency Name	FFY	Starting Coupon Number	Ending Coupon Number	Last Coupon Printed	First Date To Use	Last Date To Use	Funding Source	Funding Source Start Date	Funding Source End Date	
141	28-ADELANTE HEALTHCARE	2015	15000000	15009999		3/16/2015	9/30/2015	WIC FM	3/16/2015	9/30/2015	
141	28-ADELANTE HEALTHCARE	2014	14000000	14014999	13999999			WIC FM	3/1/2014	10/31/2014	
141	28-ADELANTE HEALTHCARE	2013	13000000	13001999	12999999			WIC FM	2/1/2013	10/31/2013	
141	28-ADELANTE HEALTHCARE	2012	12000000	12002349	11999999			WIC FM	3/1/2012	10/31/2012	
141	28-ADELANTE HEALTHCARE	2011	11000000	11003149	11003049			WIC FM	3/1/2011	10/31/2011	
141	28-ADELANTE HEALTHCARE	2010	10000000	10009999	9999999			WIC FM	3/1/2010	10/31/2010	
141	28-ADELANTE HEALTHCARE	2009	90000000	90014999				WIC FM	3/1/2009	9/30/2009	
141	28-ADELANTE HEALTHCARE	2008	82004000	82004999				SENIOR FM FEDERAL	8/1/2008	9/30/2008	
141	28-ADELANTE HEALTHCARE	2008	81000000	81001999				SENIOR FM STATE	3/1/2008	9/30/2008	
141	28-ADELANTE HEALTHCARE	2008	80099000	80106999				WIC FM	3/1/2008	9/30/2008	

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Market/FMCheckInventory/Edit?couponInventoryId=198 Add

Check Inventory Allocation

- Do not touch Ending Coupon Number
- Click Add new record

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Back to List

Each Client gets a coupon book of 10 coupons

Agency ID: 28 - ADELANTE HEALTHCARE *FFY: 2015

Starting Coupon Number: 15000000 *Ending Coupon Number: 15009999 Last Coupon Printed: N/A

Funding Source: N-WIC FM (3/16/2015 - 9/30/2015) First Date To Use: 3/16/2015 Last Date To Use: 9/30/2015

Clinic Coupon Inventories: [+ Add new record](#)

Clinic	Allocation Amount
No data available!	

Save Reset

Check Inventory Allocation

- Select Clinic and enter NUMBER OF CHECKS
 - Number of Checks = Caseload X 10

The screenshot shows a web application interface with a navigation menu at the top including Home, Sys Admin, Ops Mgmt, WIC Services, Scheduling, Farmers' Market (highlighted), Finance, Vendor, Program Integrity, Reports, and Help. Below the menu is a 'Back to List' button. The main content area displays a form for 'Each Client gets a coupon book of 10 coupons'. The form includes fields for Agency ID (28 - ADELANTE HEALTHCARE), FFY (2015), Starting Coupon Number (15000000), Ending Coupon Number (15009999), Last Coupon Printed (N/A), Funding Source (W-WIC FM (3/16/2015 - 9/30/2015)), First Date To Use (3/16/2015), and Last Date To Use (9/30/2015). Below the form is a table with columns for 'Clinic Coupon Inventories' and 'Clinic'. A dialog box titled 'Add new record' is open, showing a dropdown menu for 'Clinic' with '12 - PHOENIX WIC' selected, and a text input field for 'Allocation Amount' with '2000' entered. The dialog box has 'OK' and 'Cancel' buttons.

Questions...



Printing FMNP Checks

- In Food Package, click on the FMNP Issuance tab.

The screenshot displays the 'Fd Pkg Issuance' section of a web application. The 'FMNP Issuance' tab is highlighted with a red circle. The interface includes a sidebar with client details and a main area with a table of issuance packages.

Client Information:

- LA/Clinic: DOWNTOWN
- Family ID: 132913488
- Auth. Rep. Name: MU, MU
- Phone: (602) 555-1212
- Client ID: 1071037846
- Client Name: PAW, JULY
- Date of Birth: 6/7/2011, Age: 3 yrs, 4 mos
- Cert. Period: 7/3/2014 - 7/2/2015, Category: C3
- Term. Date: N/A, Due Date: N/A
- LDTU: 12/04/2013, Weeks PG: N/A
- Next Appt.: N/A, Appr Thru: N/A

Issuance Packages Table:

Client ID	Full Name	Issue Month	Pick Up Intervals
<input checked="" type="checkbox"/>	1071037846	PAW, JULY	OCTOBER
			TRIMONTHLY

Buttons: Preview Checks, Print Checks, Rights and Obligations, Rules and Regulations, Education for 2nd Authorized Rep/Proxy.

Printing FMNP Checks

- The list of names will appear.

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Return to Client

Issuance Packages

<input type="checkbox"/>	Checks Already Issued	Client ID	Full Name	Foster Care	Issue Funding Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2010001988	IRIGOYEN, BRANDY	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1070838803	WATKINS, JODIE,M	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1070947188	WATKINS, ABRIANNA	<input checked="" type="checkbox"/>	

Preview Checks Print Checks

We have Coupons Available To Serve 9 Participants using WIC FM FEDERAL funds

NOTE: The foster box will be checked if the child is a foster child.

Notice the number of participants left to serve for this clinic.

Printing FMNP Checks

- Choose funding source. Click edit icon.

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Return to Client

Issuance Packages

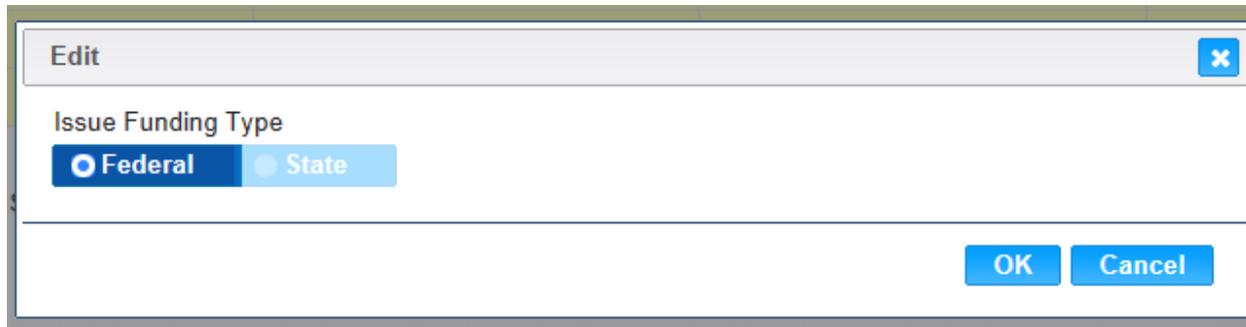
<input type="checkbox"/>	Checks Already Issued	Client ID	Full Name	Foster Care	Issue Funding Type	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2010001988	IRIGOYEN, BRANDY	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1070838803	WATKINS, JODIE,M	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1070947188	WATKINS, ABRIANNA	<input checked="" type="checkbox"/>		

Preview Checks Print Checks

We have Coupons Available To Serve 9 Participants using WIC FM FEDERAL funds

Printing FMNP Checks

- Choose Federal. Click Ok
- Do this for each client receiving checks.



The image shows a screenshot of a software dialog box titled "Edit". Inside the dialog, there is a section labeled "Issue Funding Type" with two radio button options: "Federal" (which is selected) and "State". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

Printing FMNP Checks

- Preview checks with Preview Checks button
- Then, Print Checks
- The inventory message will change
- Checks Already Issued box will be checked

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Return to Client

Client 2010001988 already has exceeded the maximum coupons issued for the current fiscal year
Client 1070838803 already has exceeded the maximum coupons issued for the current fiscal year

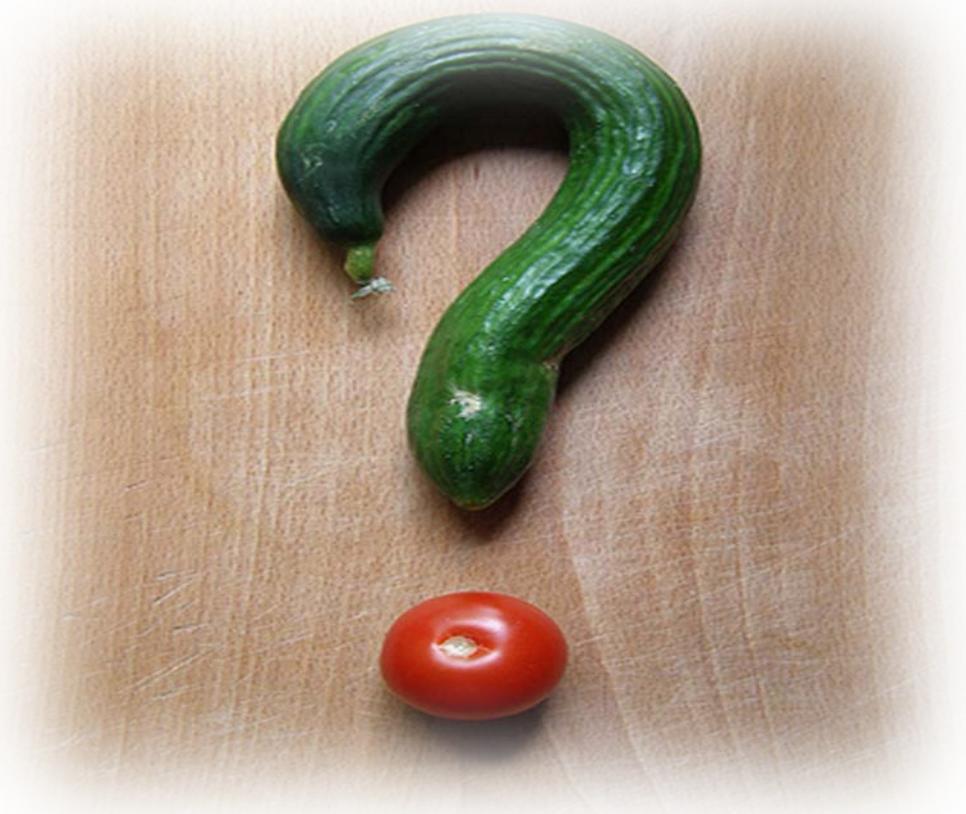
Issuance Packages

Checks Already Issued	Client ID	Full Name	Foster Care	Issue Funding Type
<input checked="" type="checkbox"/>	010001988	IRIGOYEN, BRANDY	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1070838803	WATKINS, JODIE, M	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	1070947188	WATKINS, ABRIANNA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Preview Checks Print Checks

We have Coupons Available To Serve 7 Participants using WIC FM FEDERAL funds

Questions...



Void/Reissue FMNP Checks

- Use void/reissue if there is a misprint, phantom, or if checks are damaged
- Checks will reprint with the same serial numbers and client name
- This does not affect total number of checks available
- **FMNP CHECKS CAN NOT BE VOIDED WITHOUT BEING REISSUED**

Void/Reissue FMNP Checks

- Click FMNP Void/Reissue tab

Client Information:

- LA/Clinic: DOWNTOWN
- Family ID: 132913488
- Auth. Rep. Name: MU, MU
- Phone: (602) 555-1212
- Client ID: 1071037846
- Client Name: PAW, JULY
- Date of Birth: 6/7/2011, Age: 3 yrs, 4 mos
- Cert. Period: 7/3/2014 - , Category: C3

Food Packages Selected Table:

Food Package ID	Description	Effective Date	End Date	Approved Thru	Disable	Nutritionist
AZ510027	SKIM / 1% MILK, 3 GAL, CHEESE, 1 LB, C2-C4	07/03/2014	07/02/2015		No	

Food Package Search:

- Food Package ID:
- Food Package Description:
- Food Category:
- Food ID:
- Food Description:
- Food Sub Category:

Search Options:

- Show Standard
- Show All

Search Results Table:

Food Package ID	Food Package Description
	SKIM / 1% MILK 4 GAL CHEESE 0 LB

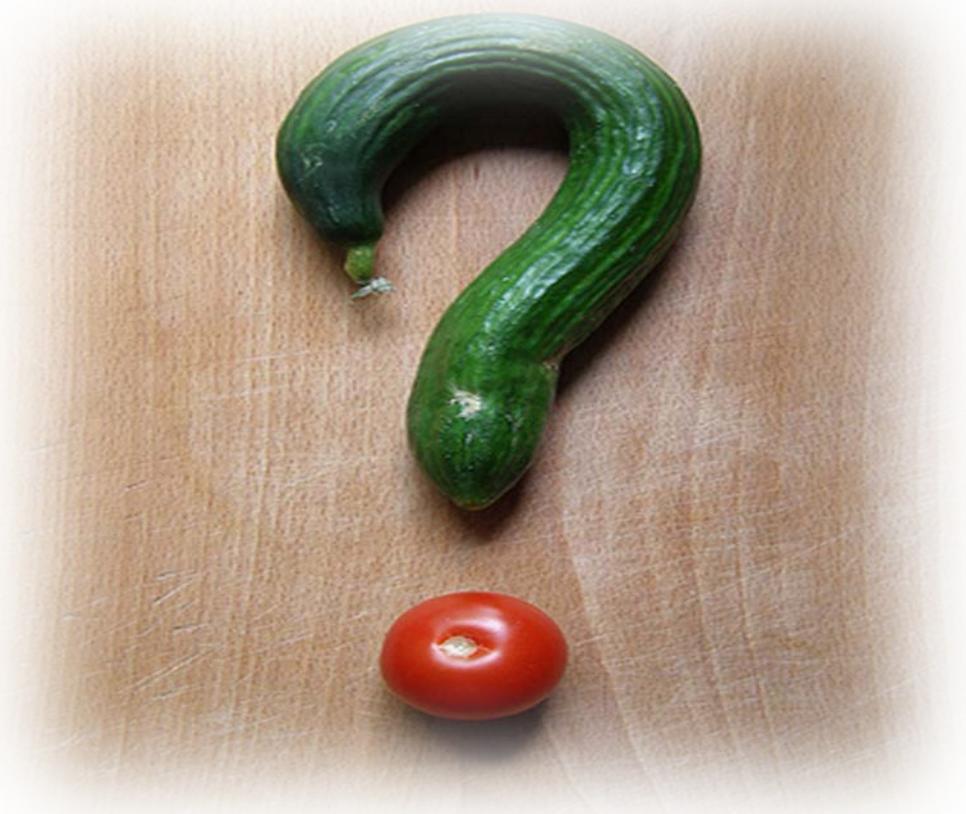
Void/Reissue FMNP Checks

- The checks for the client will be listed
- Choose void reason, and click Void/Reissue Selected Checks

The screenshot displays a web application interface for managing FMNP checks. At the top, there is a navigation bar with the user name 'DWILSONT' and a 'Log Out' link. The main menu includes 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', 'Reports', and 'Help'. Below the navigation bar, there is a 'Return to Client' button. A red box highlights a dropdown menu labeled '*Reasons'. Below this, there is a 'Food Benefit List' section with a 'Show All Items' button. The list contains 10 rows, each with a checked checkbox, a 'Coupon Number', and a 'Preview Check' button. The coupon numbers range from 800000000 to 800000009. At the bottom right, a red box highlights a button labeled 'Void/Reissue Selected Checks'. The interface also shows a 'Row count: 10' dropdown and 'Showing 1-10 of 10' text.

Coupon Number	Preview Check
<input checked="" type="checkbox"/> 800000000	Preview Check
<input checked="" type="checkbox"/> 800000001	Preview Check
<input checked="" type="checkbox"/> 800000002	Preview Check
<input checked="" type="checkbox"/> 800000003	Preview Check
<input checked="" type="checkbox"/> 800000004	Preview Check
<input checked="" type="checkbox"/> 800000005	Preview Check
<input checked="" type="checkbox"/> 800000006	Preview Check
<input checked="" type="checkbox"/> 800000007	Preview Check
<input checked="" type="checkbox"/> 800000008	Preview Check
<input checked="" type="checkbox"/> 800000009	Preview Check

Questions...



Coupon Lookup

- Go to Farmers' Market, use drop down to find Coupon Lookup

The screenshot displays the HANDS system interface. The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, Reports, and Help. The 'Farmers' Market' link is circled in red. Below this, a secondary navigation bar contains links for Policy and Procedure Manual (AZ P&P), WIC Code Manual, CSI Sheets, AZ WIC, and Password Help, with 'Password Help' also circled in red. On the left side, a dropdown menu is open under 'Farmer Dashboard', showing options like Farmer Dashboard, Farmer Lookup, Coupon, Coupon Lookup (circled in red), Coupon Inventory, and Reports. The main content area shows a 'Champions for Change' banner and a table with a row count of 10 and 'Showing 1-1 of 1' items. The bottom right corner features the Arizona Department of Health Services logo and the slogan 'Wellness for all Arizonans'.

Other Stuff and Things

- Rights and Obligations for Senior FMNP
 - Form not printable from HANDS
 - Available on the WIC website or in the FMNP Local Agency Manual
 - <http://azdhs.gov/azwic/farmers-market.htm>
- Participant Guides are coming!
 - Also on website if needed
- Market Lists are almost ready...

Questions...

