

Modifying Food Packages

This resource provides step-by-step instructions on how to complete the following types of food prescription modifications in Crossroads:

- Modifying the Default Food Package
- Adding Food Prescription Items (Milk Substitution Calculator)
- Using Milk Substitution Calculator for Food Package VII +
- Modifying the Subcategory or Quantity of Infant Formula
- Adding WIC Eligible Nutritionals (WEN)
- Adding Exempt Infant Formula (EXF)
- Changing Breastfeeding Status from Fully Breastfed or Partially Breastfed to Fully Formula Fed
- Food Package VII for Pregnant and Breastfeeding Woman

Modifying the Default Food Package

1. Go to **Quick Links** → **Issue Benefits** → **Prescribe Food**. The **Prescribe Food** screen displays.
2. Review the default system-generated food items and quantity (based on the WIC category and breastfeeding status in the Food Prescription Items box).
3. To modify the item quantity displayed in the Food Prescription Items box, click on the Quantity field and replace the original value with the appropriate quantity value.

Note: The Category Maximum Quantity cannot be exceeded. Since an item cannot be deleted from the prescription, simply set the quantity to “0” when a food item is not used.

The screenshot shows the 'Prescribe Food' interface for the 'Pluto Family'. The user is Penelope N. Pluto, a pregnant participant. The food prescription date is 7/2/2021, the WIC category is Pregnant, the family issuance day is 8, and the issuance frequency is 3 Month(s). The 'Food Prescription Items' table is displayed below.

Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Eggs	0	1	Dozen
Breakfast Cereal	Breakfast Cereal	36	36	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	2	2	Containers
Bread/Whole Grains	WW Bread or Whole Grains	16	16	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$11.00	\$11.00	\$\$\$
Juice - 48 oz	Juice 48oz fl/12oz Conc	3	3	Containers
Milk - Fat Reduced	Skin/Non Fat or 1% Milk	5.50	5.50	Gallons

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Adding Food Prescription Items (Milk Substitution)

1. Go to **Quick Links** → **Issue Benefits** → **Prescribe Food**. The **Prescribe Food** screen displays.
2. Under **Add Item to Food Prescription**, select an item from the **Category** and **Subcategory** drop down list box to add another item to the prescription.
3. Enter **Quantity**. The quantity cannot be more than the maximum without medical documentation.
4. Click **Add Item**. The screen refreshes and the newly added food item displays within the Food Prescription grid.

Add Item to Food Prescription

Category	Subcategory	Quantity	Max / Med Max	UOM	
Cheese	Cheese	1	1 / 1	LB	<input type="button" value="Add Item"/> <input type="button" value="Clear"/>

5. Refer to the **Milk Substitution Calculator** located beneath **Add Items to Food Prescription**. Adjust the Milk Quantity on the Food Prescription grid to allow for the substitution. In this example, cheese is being substituted. One pound (1lb) of cheese is equivalent to 0.75 gallon of milk. The Validation Summary warns that the Milk Substitution Calculator indicates the milk must be reduced by 0.75 gallon. By reducing the total milk Quantity from 4 to 3.25 gallons, the error message disappears and the package may be saved.

Soccer Family
 Family ID: F00600004402
 125 Carolina Courage Way
 BOLIVIA, NC 28422

Mia

Validation Summary: 1

⚠ Please check milk substitution.

Mia Soccer
 Participant ID: 9601385905
 Age: 3 years and 5 months
 WIC Category: Child

Food Prescription

Food Prescription Date: 7/2/2021 WIC Category: Child Age Category: 2 yr to 5 yr Family Issuance Day: 7 Issuance Frequency: 3 Month(s)

Food Prescription Items Total Items: 8

Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Eggs	1	1	Dozen
Breakfast Cereal	Breakfast Cereal	36	36	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	1	1	Containers
Bread/Whole Grains	WW Bread or Whole Grains	32	32	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$9.00	\$9.00	\$\$\$
Juice 64	Juice 64 oz Fluid	2	2	Containers
Milk - Fat Reduced	Skin/Non Fat or 1% Milk	4	4	Gallons
Cheese	Cheese	1	1	LB

Add Item to Food Prescription

Category	Subcategory	Quantity	Max / Med Max	UOM	
		0	/		<input type="button" value="Add Item"/> <input type="button" value="Clear"/>


Milk Substitution Calculator

Total Milk Available	Milk Prescribed	Total Milk Substituted	Milk Remaining	Unit of Measure
4	4	0.75	-0.75	Gallons

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- Click **Save** to assign the new prescription. A status message indicates the prescription is added and the **Issue Food Instruments** screen displays (not shown).

Soccer Family
Family ID: F00600004402
 125 Carolina Courage Way
 BOLIVIA, NC 28422



Mia

Mia Soccer
Participant ID: 960138590S
Age: 3 years and 5 months
WIC Category: Child

5/11/2021 7/2/2021
 2 yr to 5 yr 2 yr to 5 yr

Food Prescription Date
7/2/2021

WIC Category
Child

Age Category
2 yr to 5 yr

Family Issuance Day
7

Issuance Frequency
3 Month(s)

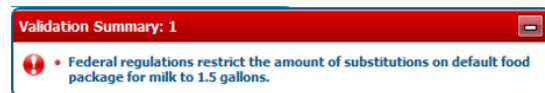
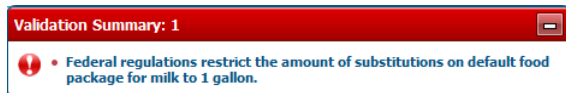
Food Prescription Items Total Items: 8

Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Eggs	1	1	Dozen
Breakfast Cereal	Breakfast Cereal	36	36	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	1	1	Containers
Bread/Whole Grains	WW Bread or Whole Grains	32	32	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$9.00	\$9.00	\$\$\$
Juice 64	Juice 64 oz Fluid	2	2	Containers
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	3.25	4	Gallons
Cheese	Cheese	1	1	LB

Alternate Funding Medical Documentation Save Cancel

NOTE: Maximum Substitution Rates of Milk

Crossroads enforces the maximum substitution rates of milk outlined in the final rule for Revisions in the WIC Food Packages released by the USDA on March 4, 2014. This final rule limits the cheese, tofu and yogurt substitutions for milk to four (4) quarts (1 gallon) for children receiving Food Package IV and women receiving Food Package V and VI. Cheese, tofu and yogurt substitutions for milk are limited to six (6) quarts (1.5 gallons) for women receiving Food Package VII (regular or extended). If a user substitutes more than the maximum limits allowed for cheese, tofu and yogurt, a message will display as shown below. The user must adjust the amount substituted to the correct amount for the food package.



Additional quantities of tofu may be prescribed and issued above the Federal Guidelines for milk substitution of 4 quarts or 6 quarts, up to the maximum allowances for fluid milk for lactose intolerance or other reasons assessed and documented by the CPA. The Medical Documentation screen must be completed to prescribe more tofu than the Federal Guidelines for milk substitution. When a CPA is completing the Medical Documentation screen for additional quantities of tofu, "CPA assessed" may be written in the **Physician's Name** field and the CPA's phone number may be entered in the **Physician's Phone** field. **Expiration Date** and **Medical Reason** will vary by participant and assessment. **For ICD Code, please enter N/A.** The assessment must be documented in the participant's Care Plan.

Modifying Food Packages

Milk Substitution scenarios: Food Package VII+

Depending on how milk substitutions are used (up to 1.5 gallons for Food Package VII+), the **Milk Remaining** will vary for Food Package VII+

- 1) Full amount of cheese is given (3.5 pounds), the milk calculator “appears” accurate because Milk Remaining=0:
The participant will receive 3 lbs of cheese one month and 4 lbs of cheese the next month.

Food Prescription Date: 5/3/2021 **WIC Category:** Breastfeeding **Breastfeeding Status:** Fully Breastfed **Extended Package:** Multiple Infants **Family Issuance Day:** 14 **Issuance Frequency:** 1 Month(s)

Category	Subcategory	Quantity	Category Max Quantity	UOM
Cheese	Cheese	3.50	3.50	LB
Eggs	Eggs	3	3	Dozen
Breakfast Cereal	Breakfast Cereal	54	54	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	3	3	Containers
Bread/Whole Grains	WW Bread or Whole Grains	24	24	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$35.00	\$35.00	\$\$\$
Juice - 48 oz	Juice 48oz fl/12oz Conc	4.50	4.50	Containers
Fish	Chnk Lt Tuna/Pink Salmon	45	45	Ounces
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	7.50	9	Gallons
Yogurt	Yogurt Non/Low Fat 32 oz	0	1	Containers

Milk Substitution Calculator

Total Milk Available	Milk Prescribed	Total Milk Substituted	Milk Remaining	Unit of Measure
9	7.50	1.50	0	Gallons

Buttons: Alternate Funding, Medical Documentation, Save, Cancel

- 2) Quantity 3 lbs cheese and 1 container yogurt, the milk calculator does not “appear” accurate because Milk Remaining= 0.13

Food Prescription Date: 5/3/2021 **WIC Category:** Breastfeeding **Breastfeeding Status:** Fully Breastfed **Extended Package:** Multiple Infants **Family Issuance Day:** 14 **Issuance Frequency:** 1 Month(s)

Category	Subcategory	Quantity	Category Max Quantity	UOM
Cheese	Cheese	3	3.50	LB
Eggs	Eggs	3	3	Dozen
Breakfast Cereal	Breakfast Cereal	54	54	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	3	3	Containers
Bread/Whole Grains	WW Bread or Whole Grains	24	24	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$35.00	\$35.00	\$\$\$
Juice - 48 oz	Juice 48oz fl/12oz Conc	4.50	4.50	Containers
Fish	Chnk Lt Tuna/Pink Salmon	45	45	Ounces
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	7.50	9	Gallons
Yogurt	Yogurt Non/Low Fat 32 oz	1	1	Containers

Milk Substitution Calculator

Total Milk Available	Milk Prescribed	Total Milk Substituted	Milk Remaining	Unit of Measure
9	7.50	1.38	0.13	Gallons

In this example, 1.5 lbs of cheese are added to the default food package which equals 3 quarts of milk (.75) for 1 lb of cheese + 1.5 quarts of milk (.375) for .50 lb of cheese= 1.125; a yogurt (or 1 pound of tofu) can be added for 1 quart of milk (.25) so the total milk substituted= 1.375 rounded to **1.38** (the remaining 0.13 cannot be used).

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- 3) Quantity 1.5 lbs cheese, 1 container yogurt and 5 lbs of tofu, the milk calculator “appears” accurate because Milk Remaining=0

Food Prescription Date: 5/3/2021 | WIC Category: Breastfeeding | Breastfeeding Status: Fully Breastfed | Extended Package: Multiple Infants | Family Assistance Day: 14 | Assistance Frequency: 1 Month(s)

Category	Subcategory	Quantity	Category Max Quantity	UOM
Cheese	Cheese	1.50	3.50	LB
Eggs	Eggs	3	3	Dozen
Breakfast Cereal	Breakfast Cereal	54	54	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	3	3	Containers
Bread/Whole Grains	WW Bread or Whole Grains	24	24	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$35.00	\$35.00	\$\$\$
Juice - 48 oz	Juice 48oz fl/12oz Conc	4.50	4.50	Containers
Fish	Chnk Lt Tuna/Pink Salmon	45	45	Ounces
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	7.50	9	Gallons
Yogurt	Yogurt Non/Low Fat 32 oz	1	1	Containers
Cheese	Tofu 14-16oz Pkg	5	36	LB

Total Items: 11

Add Item to Food Prescription

Category: [] Subcategory: [] Quantity: 0 Max / Med Max: / UOM: [] Add Item Clear

Milk Substitution Calculator

Total Milk Available	Milk Prescribed	Total Milk Substituted	Milk Remaining	Unit of Measure
9	7.50	1.50	0	Gallons

- 4) Quantity 1.0 lb cheese, 1 container yogurt and 6 lbs of tofu, the milk calculator does not “appear” accurate because Milk Remaining= 0.13

Food Prescription Date: 5/3/2021 | WIC Category: Breastfeeding | Breastfeeding Status: Fully Breastfed | Extended Package: Multiple Infants | Family Assistance Day: 14 | Assistance Frequency: 1 Month(s)

Category	Subcategory	Quantity	Category Max Quantity	UOM
Cheese	Cheese	1	3.50	LB
Eggs	Eggs	3	3	Dozen
Breakfast Cereal	Breakfast Cereal	54	54	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	3	3	Containers
Bread/Whole Grains	WW Bread or Whole Grains	24	24	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$35.00	\$35.00	\$\$\$
Juice - 48 oz	Juice 48oz fl/12oz Conc	4.50	4.50	Containers
Fish	Chnk Lt Tuna/Pink Salmon	45	45	Ounces
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	7.50	9	Gallons
Yogurt	Yogurt Non/Low Fat 32 oz	1	1	Containers
Cheese	Tofu 14-16oz Pkg	6	36	LB

Total Items: 11

Add Item to Food Prescription

Category: [] Subcategory: [] Quantity: 0 Max / Med Max: / UOM: [] Add Item Clear

Milk Substitution Calculator

Total Milk Available	Milk Prescribed	Total Milk Substituted	Milk Remaining	Unit of Measure
9	7.50	1.38	0.13	Gallons

In this case, the participant is giving up .50 lb cheese from default food package which equals 0.375 gallon milk. Yogurt is added to use .25 gallon milk and 0.125 rounded up to 0.13 remains.

Modifying Food Packages

Modifying the Subcategory or Quantity of Infant Formula

1. Go to **Quick Links** → **Issue Benefits** → **Prescribe Food**. The **Prescribe Food** screen displays.
2. For Initial Certifications of Infants, **Breastfeeding Status** will be based on the answer to 'How much formula do you give your infant in a 24-hour period?' on the Health Information screen. Quantity will default to 0 if the infant is receiving a quantity of formula below category max. CPA must adjust Quantity based on discussion with mother. Quantity chosen will determine Breastfeeding Status.
 - a. Enter the **Quantity** of formula to be prescribed
 - b. Click **Save**. A status message indicates success and the **Issue Food Instruments** screen is displayed.

Note: It is up to the CPA to determine the quantity for each of the prescriptions covering the infant certification period. If a default quantity is provided, the CPA may change the quantity or confirm the default quantity.

The screenshot shows the 'Prescribe Food' interface for the Straw Family. The 'Food Prescription' section includes a carousel with dates: 11/28/2016 (0 Months), 12/1/2016 (1 to 3 Months), 3/1/2017 (4 to 5 Months), 5/1/2017 (6 to 11 Months), and 11/1/2017 (12 to 23 Months). The 'Food Prescription Items' table is as follows:

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Formula (IF)		0	806	Ounces
Infant Formula (IF)	ABC milk-based powder 14 oz	806	806	Ounces

The 'Add Item to Food Prescription' form shows a quantity of 0. The summary table for 'Infant Formula' is:

Month	Nov	Dec	Jan	Feb	Total
ABC still powdr	806	806	806	806	3224 / 90
# Cans	9	9	9	9	36

3. Click on each future date/age range in the Food Prescription Carousel, validate that the correct formula name and quantity is listed and delete the old formula.

The screenshot shows the 'Prescribe Food' interface for the Straw Family. The 'Food Prescription' section includes a carousel with dates: 11/28/2016 (0 Months), 12/1/2016 (1 to 3 Months), 3/1/2017 (4 to 5 Months), 5/1/2017 (6 to 11 Months), and 11/1/2017 (12 to 23 Months). The 'Food Prescription Items' table is as follows:

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Formula (IF)	ABC soy-based powder 15 oz	150	806	Ounces

Modifying Food Packages

- To select a different contract infant formula, go to the **Food Prescription Items** grid and select the desired formula under the **Subcategory** column.
- Enter the **Quantity** of the formula prescribed.
- Click **Save**. A status message indicates success and the **Issue Food Instruments** screen displays.
- To modify the quantity of formula (based on your estimate of usage) enter the appropriate amount in the **Quantity** column field.

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Formula (IF)		0	806	Ounces
Infant Formula (IF)	ABC soy-based powder 15 oz	806	806	Ounces

Month	Nov	Dec	Jan	Feb	Total
ABC soy powdr	Quantity 806	806	806	806	3224 / 90
	# Cans 9	9	9	9	36

Infant Formula Container

Infant Formula								
	Month	Jun	Jul	Aug	Sep	Oct	Nov	Total
Similac Advance Powder 12.9 oz.	Quantity	600	600	600	600	600	600	3600 / 95
	# Cans	7	7	6	6	6	6	38

- The value of the subcategory description field is the name of the formula.
- The value of the **months** field is the number of months in the certification period.
- The value of the **quantity** field is the prescribed ounces per month.
- The value of the **# can** field is the number of whole cans prescribed per month.
- The **Total** field represents the total number of ounces to be issued during the time-period according to the federal regulations based on age and food classification.
- The **Total** field also displays the reconstituted ounces of the formula being issued and the total number of cans that will be issued over the time-period.

Modifying Food Packages

Adding WIC Eligible Nutritionals (WEN)

1. Go to **Quick Links** → **Issue Benefits** → **Prescribe Food**. The **Prescribe Food** screen displays
2. Under **Add Item to Food Prescription**, select an item from the **Category** and **Subcategory** drop down list box to add item to the prescription.
3. Enter **Quantity**. The quantity cannot be more than the maximum.
4. Click **Add Item**. This will bring up the **Medical Documentation Screen**.

The screenshot displays the 'Prescribe Food' interface. At the top, there are navigation tabs: Home, Family Services, Scheduling, Vendor, Operations, Finance, Administration, and Help. The user is logged in as 'Sheryl M. Straw' (Participant ID: 954492233L, Age: 24 years and 6 months, WIC Category: Breastfeeding Woman). The main content area shows the 'Straw Family' profile (Family ID: FO4900006505, 1458 Windy Lane, RURAL HALL, NC 27045) and a 'Food Prescription' summary for 11/28/2016. The summary includes: Food Prescription Date (11/28/2016), WIC Category (Breastfeeding), Breastfeeding Status (Partially Breastfed > MMA), Family Issuance Day (28), and Issuance Frequency (3 Month(s)). Below this is a table of 'Food Prescription Items' with 6 total items. The table has columns for Category, Subcategory, Quantity, Category Max Quantity, and UOM. The items listed are: Eggs (Grade 'A' Large White Eggs, 1 Dozen), Cereal (Adult) (Breakfast Cereal, 36 Ounces), Legumes (Peanut Butter 16 - 18 oz, 1 Container), Fruit & Vegetables Cash Value (Fruit and Vegetables - Cash Value Voucher, \$11.00), Juice - 48 oz (Juice 48 oz. or 11.5 - 12 oz. Concentrate, 2 Containers), and Milk Low Fat/fat free (Slim or 1% Milk, 4 Gallons). At the bottom, the 'Add Item to Food Prescription' form is highlighted with a red box. It contains dropdown menus for 'Category' (WIC Eligible Nutritionals) and 'Subcategory' (Boost RTF 8 oz.), a 'Quantity' input field (904), and 'Max / Med Max' (0 / 904) and 'UOM' (Ounces) fields. There are 'Add Item' and 'Clear' buttons.

Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Grade "A" Large White Eggs	1	1	Dozen
Cereal (Adult)	Breakfast Cereal	36	36	Ounces
Legumes	Peanut Butter 16 - 18 oz	1	1	Containers
Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Voucher	\$11.00	\$11.00	\$\$\$
Juice - 48 oz	Juice 48 oz. or 11.5 - 12 oz. Concentrate	2	2	Containers
Milk Low Fat/fat free	Slim or 1% Milk	4	4	Gallons

5. Complete starred fields on **Attach Medical Documentation** screen based on the prescription from the participant's medical provider. **For ICD Code, please enter the ICD code from the prescription or if it is not available, enter N/A.**

Use the **Scan Document** button to scan the prescription. **Save** Attach Medical Documentation screen. Review Food Prescription to verify that WEN has been added to the Food Prescription and click **Save**.

Modifying Food Packages

Adding Exempt Infant Formula (EXF)

1. Go to **Quick Links** → **Issue Benefits** → **Prescribe Food**. The **Prescribe Food** screen displays
2. Under **Add Item to Food Prescription**, select an item from the **Category** and **Subcategory** drop down list box to add item to the prescription.
3. Enter **Quantity**. The quantity cannot be more than the maximum.
4. Click **Add Item**. This will bring up the **Medical Documentation Screen**.

Food Prescription Items

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Cereal	Infant Cereal Plain, Dry	24	24	Ounces
Infant Fruits and Vegetables	Infant Fruits & Vegetables	128	128	Ounces
Infant Formula (IF)		624	624	Ounces
Infant Formula (IF)	ABC milk-based powder 14 oz	624	624	Ounces

Add Item to Food Prescription

Category	Subcategory	Quantity	Max / Med Max	UOM
Exempt Infant Formula (EXF)	Nutrigen RTF 32 oz.	884	0 / 884	Ounces

Infant Formula

Month	Oct	Nov	Dec	Jan	Feb	Mar	Total
Quantity	624	624	624	624	624	624	3744 / 90
# Cans	7	7	7	7	7	7	42

6. Complete starred fields on **Attach Medical Documentation** screen based on the prescription from the participant's medical provider. For **ICD Code**, please enter the ICD code from the prescription or if it is not available, enter **N/A**.

Use the **Scan Document** button to scan the prescription. **Save** Attach Medical Documentation screen. Review Food Prescription to verify that EXF has been added to the Food Prescription and click **Save**.

Prescription Dates

Effective Date: 11/28/2016 | Expiration Date: 5/28/2017 | Prescription Date: 11/28/2016

Diagnosis Information

Medical Reason: Special Dietary Need | ICD Code: N/A | OR | Diagnosis Code: | OR | Verbal Order:

Physician Information

Physician's Name: Dr. Seuss | Physician's Phone: (919) 555-1212 | Physician's Email: | Medical Food Prescribed: | Non-Medical Food Prescribed: |

Medical Food Prescription

Category	Subcategory
<input type="checkbox"/> Infant Cereal	Infant Cereal Plain, Dry
<input type="checkbox"/> Infant Fruits and Vegetables	Infant Fruits & Vegetables
<input type="checkbox"/> Infant Formula (IF)	Simlac Advance Stage 1 Powder 12.4 oz
<input type="checkbox"/> Infant Formula (IF)	ABC milk-based powder 14 oz
<input checked="" type="checkbox"/> Exempt Infant Formula (EXF)	Nutrigen RTF 32 oz.

Add Additional Medical Foods

Category: | Subcategory: | Add Item | Clear

Scan Document | View Documents | Save | Cancel

Modifying Food Packages

- The **Food Prescription Items** section now displays two or more formulas. Click the red X next to the formulas you want removed from the Food Prescription.

Validation Summary: 3

- Category maximum exceeded for Infant Formula (IF) for prescription with date: 11/28/2016: 1208000 AH
- 6 to 11 month old Infants may not receive Food Products when the amount of Formula prescribed exceeds the Full Nutrition Benefit for WIC.
- Food Subcategory selection is required for category Infant Formula (IF).

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Cereal	Infant Cereal Plan, Dry	24	24	Ounces
Infant Fruits and Vegetables	Infant Fruits & Vegetables	128	128	Ounces
Infant Formula (IF)	ABC milk-based powder 14 oz	624	624	Ounces
Exempt Infant Formula (EIF)	Nutrangen RTF 32 oz	884	884	Ounces

- If the infant is 6 to 11 months and prescribed an exempt infant formula, a maximum of 884 ounces of exempt formula may be prescribed if the Infant Cereal and Infant Fruits and Vegetables are zeroed out. If the family would like to keep Infant Cereal and Infant Fruits and Vegetables in the Food Prescription, a maximum of 624 ounces of exempt formula is allowed.

In this example, Infant Cereal and Infant Fruits and Vegetables are zeroed out:

Nissan Family
Family ID: F04600006465
1511 Rockingford Lane
Raleigh, NC 27605

Nish Nissan
Participant ID: 9544919255
Age: 7 months
WIC Category: Infant

Food Prescription

Food Prescription Date: 11/28/2016
WIC Category: Infant
Age Category: 6 to 11 Months
Breastfeeding Status: Fully Formula Fed
Family Issuance Day: 21
Issuance Frequency: 3 Months(s)

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Cereal	Infant Cereal Plan, Dry	0	24	Ounces
Infant Fruits and Vegetables	Infant Fruits & Vegetables	0	128	Ounces
Exempt Infant Formula (EIF)	Nutrangen RTF 32 oz	884	884	Ounces

- Go to each age category in the Carousel if appropriate. Click Save to assign the new prescription.

Modifying Food Packages

Changing Breastfeeding Status from Fully Breastfed or Partially Breastfed to Fully Formula Fed

These instructions are for modifying food packages to an infant and mother dyad at the infant's first issuance. To add or increase formula after issuance, refer to the resource **Increase or Add Formula After Issuance**.

1. Navigate to the **Prescribe Food** screen to review the current Food Prescription.
2. Select Infant record in the Family Carousel.
3. Navigate to the infant's **Health Information** screen on the Quick Links menu.
4. Scroll down to change the **Breastfeeding Information**. Answer the following questions:
 - Are you breastfeeding?
 - Do you give your infant any formula?
 - How much formula to you give your infant in a 24- hour period?
5. Click **Save**.

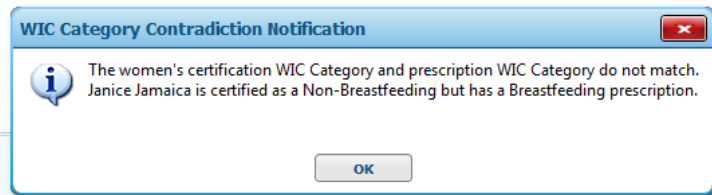
6. Navigate back to the **Prescribe Food** screen. Note the infant's category.
7. Update the Food Prescription Date by selecting the green PLUS sign and click **Save**. The Quantity of Formula will automatically change.
8. Click on the Red X to delete any formula not needed.

Food Prescription Items				Total Items: 2
	Category	Subcategory	Quantity	Category Max Quantity UOM
	Infant Formula (IF)		806	806 Ounces
	Infant Formula (IF)	ABC milk-based powder 14 oz	806	806 Ounces

Modifying Food Packages

9. Click through the age categories in the food prescription carousel and update the Quantity on each prescription as needed.
10. Click on the mother's icon in the Family Carousel. The mother's WIC Category and Food Prescription should automatically update. Review the mother's prescription, modify as needed and select **Save**.

NOTE: If you click **Save** on the Infant's Prescribe Food screen before you update the Mother's Food Prescription screen, the following message will appear:



If this occurs, return to the Mother's Food Prescription screen, verify that she has the correct Food Prescription and click Save.

The screenshot shows the 'Prescribe Food' application interface for the 'Jamaica Family'. The top navigation bar includes 'Home', 'Family Services', 'Scheduling', 'Vendor', 'Operations', 'Finance', 'Administration', and 'Help'. The main content area displays the family's information, including 'Jamaica Family' with ID '104900006486' and address '125 Grapes Drive, RURAL HALL, NC 27045'. A carousel shows family members: Janice, Julia, and Thomas. The 'Food Prescription' section shows a date of 11/28/2016, a WIC Category of 'Non-Breastfeeding', a Family Issuance Day of 28, and an Issuance Frequency of 3 Month(s). Below this is a table of 'Food Prescription Items' with columns for Category, Subcategory, Quantity, Category Max Quantity, and UOM. The table lists items such as Eggs, Cereal (Adult), Legumes, Fruit & Vegetables Cash Value, Juice - 48 oz, and Milk Low Fat/fat free. At the bottom, there is an 'Add Item to Food Prescription' form with dropdown menus for Category and Subcategory, a Quantity input field, and buttons for 'Add Item' and 'Clear'.

Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Grade "A" Large White Eggs	1	1	Dozen
Cereal (Adult)	Breakfast Cereal	36	36	Ounces
Legumes	Peanut Butter 16 - 18 oz	1	1	Containers
Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Voucher	\$11.00	\$11.00	\$\$\$
Juice - 48 oz	Juice 48 oz. or 11.5 - 12 oz. Concentrate	2	2	Containers
Milk Low Fat/fat free	Skim or 1% Milk	4	4	Gallons

Modifying Food Packages

Pregnant and Breastfeeding: Food Package VII

The participant who is pregnant **and** fully or partially breastfeeding \leq MMA is entitled to receive Food Package VII until the infant she is breastfeeding turns one year of age.

Crossroads will indicate **Food Package VII** on the Prescribe Food screen, **IF** the following steps are completed on the **Health Information** screen of the Pregnant Woman:

- 1) A checkmark is placed in the **Currently Breastfeeding?** box

The screenshot shows the 'Health Information' screen for a pregnant woman. The header includes 'Skunk Family' with ID F00600004649 and 'Shelley P. Skunk' with ID 960138633P. The 'Pregnancy' section contains fields for 'Last Menstrual Period' (5/25/2021), 'Expected Delivery Date' (3/1/2022), and 'First Prenatal Healthcare Visit Date' (6/21/2021). There are also fields for 'Number of Prenatal Healthcare Visits' (2), 'Proof of Pregnancy', 'Dietary Supplement Taken Before Pregnancy' (1), 'Medical Home' (Private Provider), 'Number of Fetuses this Pregnancy' (1 Gravida, 2 Para, 1 Para), 'Adequacy of Prenatal Care' (Yes), 'Age at Conception' (20 years and 1 month), and 'Inter-Conception Time in Months' (2). A red box highlights the 'Currently Breastfeeding?' checkbox, which is checked.

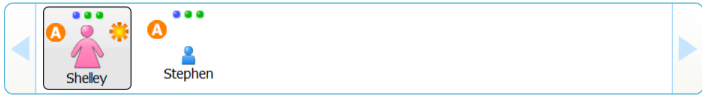
- 2) The Breastfeeding Information section indicates full breastfeeding or partial breastfeeding \leq MMA

The screenshot shows the 'Breastfeeding Information' screen for Stephen Skunk. The 'Data Collection Date' is 7/2/2021. The 'Are you breastfeeding?' section has radio buttons for 'Yes' (selected), 'No', and 'Unknown'. Other fields include 'Breastfeeding Frequency', 'Age Infant Stopped Breastfeeding', 'Reason Infant Stopped Breastfeeding', 'Complications', 'Age Supplement Was Given', 'Number of Wet Diapers / 24 hr Period', 'Number of Stools / 24 hr Period', and 'Do you give your baby any formula?' (radio buttons for 'Yes' and 'No'). A 'Clear' button is at the bottom right.

Modifying Food Packages

The Prescribe Food screen will then list Pregnant Fully Breastfed (Food Package VII) until the breastfed infant turns 1 year of age.

Skunk Family
 Family ID: F00600004649
 5214 Fragrant Lane
 BOLIVIA, NC 28422



Shelley P. Skunk
 Participant ID: 960138633P
 Age: 20 years and 2 months
 WIC Category: Pregnant

Food Prescription

4/12/2021
B

5/11/2021
B

7/2/2021
P

4/1/2022
P


Food Prescription Date: 7/2/2021 + **WIC Category:** Pregnant **Breastfeeding Status:** Fully Breastfed **Family Issuance Day:** 12 **Issuance Frequency:** 3 Month(s)

Food Prescription Items Total Items: 9

Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Eggs	2	2	Dozen
Breakfast Cereal	Breakfast Cereal	36	36	Ounces
Bread/Whole Grains	WW Bread or Whole Grains	16	16	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$11.00	\$11.00	\$\$\$
Cheese	Cheese	1	3	LB
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	2	2	Containers
Juice - 48 oz	Juice 48oz fl/12oz Conc	3	3	Containers
Fish	Chnk Lt Tuna/Pink Salmon	30	30	Ounces
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	6	6	Gallons

In this scenario, the breastfed infant turns 1 year of age on 4/1/22: Crossroads automatically changes the woman's Food Package to V (Pregnant) on 4/1/22.

Skunk Family
 Family ID: F00600004649
 5214 Fragrant Lane
 BOLIVIA, NC 28422



Shelley P. Skunk
 Participant ID: 960138633P
 Age: 20 years and 2 months
 WIC Category: Pregnant

Food Prescription

4/12/2021
B

5/11/2021
B

7/2/2021
P

4/1/2022
P

Food Prescription Date: 4/1/2022 + **WIC Category:** Pregnant **Family Issuance Day:** 12 **Issuance Frequency:** 3 Month(s)

Food Prescription Items Total Items: 7

Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Eggs	1	1	Dozen
Breakfast Cereal	Breakfast Cereal	36	36	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	2	2	Containers
Bread/Whole Grains	WW Bread or Whole Grains	16	16	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$11.00	\$11.00	\$\$\$
Juice - 48 oz	Juice 48oz fl/12oz Conc	3	3	Containers
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	5.50	5.50	Gallons

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