

## Replace Current Benefits (Milk or Legumes)

The Crossroads screen **Replace Current Benefits** can be used to change the **Milk** or **Legumes** sub-categories after eWIC food instruments (FIs) have been issued **and redeemed** for the current month.

The **Replace Current Benefits** screen **CAN** be used to change:

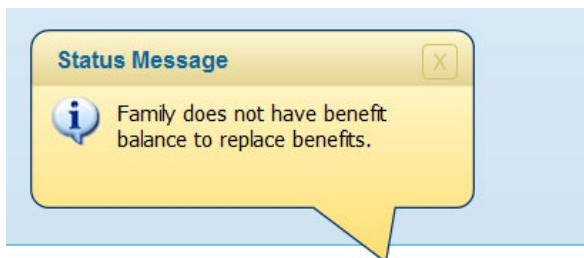
- Milk to lactose-reduced, evaporated or UHT milk or soy-based beverage
- Legumes from peanut butter to beans/peas OR from beans/peas to peanut butter or to both.

The **Replace Current Benefits** screen **CANNOT** be used to:

- Add cheese, yogurt or tofu to the current month.  
Instead: add a new food prescription for future months, void and reissue **future** months.
- Correct or change a food prescription created on the **current date**.
- Add, Increase or Exchange Infant Formula or WIC-Eligible Nutritionals (WEN)  
Instead: use the **Exchange/Increase Formula** screen.

**NOTE:** If the Crossroads user clicks on the Replace Current Benefits quick link for **an infant formula or WEN change**, then the following status message will appear: “Family does not have benefit balance to replace benefits.”

*This message is designed to prevent use of the Replace Current Benefits screen for infant formula and WEN changes.*



### **Determining the status of FIs: Issued OR Redeemed?**

Please **NOTE** that FIs can have a status of “Issued” on the **Food Instrument List** screen even after they have been redeemed. (FIs change from “Issued” to “Redeemed” during an overnight process. Participants often redeem FIs before or after the overnight process OR the overnight process errors out for a variety of reasons.) The **Shopping List** updates in “real time” so it is a best practice to always review the **Shopping List** to determine if FIs have been redeemed.

1. ASK the family if they have used their eWIC card in the last several days, especially on the same day they were issued food benefits.
  2. COMPARE the current month FI with the current month on the **Shopping List** to identify food benefit redemption.
- **If food benefits for the current month have NOT been redeemed:**
    1. Support Staff/CPA: Void the current and future FIs on the FI List screen.
    2. CPA: Correct the **Food Prescription** created on the current date or add a new **Food Prescription date** if the food prescription was created on a previous date.
    3. Support Staff/CPA: Reissue the benefits on the **Issue FIs** screen.

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- If food benefits for the current month have been redeemed:

**DO NOT VOID** the current month.

Check (or have a CPA check) the **Food Prescription** date for the current month FI.

- If the **Food Prescription** date is today's date, have the CPA wait until the next day to change the **Food Prescription** and then use **Replace Current Benefits\*** OR call the Community Nutrition Services Section (CNSS) Customer Service Desk (CSD) to have the benefits corrected.
- If the **Food Prescription** date is an earlier date, the **Food Prescription** can be changed by the CPA and **Replace Current Benefits\*** can be used that day.

**\*Refer to "Steps to Replace Food Items using Replace Current Benefits" below.**

**NOTE:** if current month food benefits are redeemed and the current month FI is voided, Crossroads will display a **Benefits Mismatch** message AND/OR issue duplicate benefits. If errors are found on the **Shopping List** call the CNSS CSD to have mismatched or duplicated benefits corrected.

### Steps to Replace Food Items using Replace Current Benefits function:

1. **CPA** changes Food Prescription on the **Prescribe Food** screen (refer to "Modifying Food Packages" for more detailed guidance). Remember that if **any food redemption** has occurred in the current month, changes can only be made on a prescription dated prior to the current date.
2. **Support Staff:**
  - a. Navigates to **Replace Current Benefits** Quick Link
  - b. Compares the **Existing FI Details** with the **Replacement FI Details** to ensure the food prescription has been changed to the family's preferences.

Current Month Food Replacement

Existing FI Details				Replacement FI Details			
Category	Subcategory	Quantity	Unit of Measure	Category	Subcategory	Quantity	Unit of Measure
Milk - Fat Reduced	Skim/Non Fat or 1% Mil	2	Gallons	Milk - Fat Reduced	Lactose Free Skim & 1%	2	Gallons
Fruit & Vegetable CVB	Fruit and Vegetables	\$11.00	\$\$\$	Eggs	Eggs Grade A Large Wl	1	Dozen
Bread/Whole Grains	WW Bread or Whole Gr	16	Ounces	Juice - 48 oz	Juice 48oz fl/12oz Con	1	Containers
Eggs	Eggs Grade A Large Wl	1	Dozen	Legumes	Bean/Pea, 4 Cans, 1 Di	2	Containers
Breakfast Cereal	Breakfast Cereal	18	Ounces	Bread/Whole Grains	WW Bread or Whole Gr	16	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Di	2	Containers	Breakfast Cereal	Breakfast Cereal	18	Ounces
Juice - 48 oz	Juice 48oz fl/12oz Con	1	Containers	Fruit & Vegetable CVB	Fruit and Vegetables	\$11.00	\$\$\$

Participants			
WIC Category	First Name	Last Name	Date of Birth
P	Test	Replace	5/6/1990

- c. Clicks the **Save** button. Food benefits with the replacement food(s) are automatically added to the family's Electronic Benefits Account.
- d. Voids **ALL future** months' food benefits. **Be careful NOT to void the current month!**
- e. Reviews issuance dots for future months to ensure they changed from blue to green indicating issuance availability
- f. Navigates to **Issue Benefits** screen and reissues future months food benefits for the family

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- g. Verifies correct issuance of current and future food benefits on the **Shopping List**.

### **Additional information about using Replace Current Benefits:**

Crossroads may display the following message: “The **Replace Current Benefits** screen can only be used to modify benefits if a new prescription has been established. If you are attempting to correct a prescription mistake done today, you may void the benefits and reissue them using the normal process.” While this message is technically correct, Crossroads users must also determine if the FIs issued as part of the current day’s prescription have been redeemed or not.

Always verify that the correct benefits have been issued to participants by selecting the **Print Shopping List** button on the **Food Instrument List** screen and viewing the **Shopping List**. The **Shopping List** is a real-time report of eWIC benefits available to the participant in their Electronic Benefits Account. The **Shopping List** does not have to be printed if the participant prefers to use the ebtEDGE Cardholder Portal or the ebtEDGE app for smartphones, but the correct issuance of benefits should always be verified on the **Shopping List**. Verification of benefit issuance is a best practice that should happen at every appointment when benefits are issued, exchanged, replaced or increased. Contact the CNSS CSD to correct missing or incorrect benefits.