



# Cascades Steps

## FMNP and Related Cascades Screens

Clinic staff issue Farmers Market Nutrition Program (FMNP) benefits in a consistent and equitable manner. Please review [Volume 1, Chapter 8 – Farmers Market Nutrition Program](#) for more information.

Steps	Cascades Screen
Follow these Cascades Steps for the screens impacted by the FMNP.	<ul style="list-style-type: none"> <li>• <a href="#">Farmers Market Funding Allocations</a> – Take these steps to see the FMNP benefits (funds) remaining in the clinic balance. This Balance is the amount of funds staff have left to issue to participants.</li> <li>• <a href="#">Issue FM Food Instruments</a> – Take these steps to issue FM benefits to the participant(s).</li> <li>• <a href="#">FM Food Instrument List</a> – Take these steps to VOID FMNP benefits.</li> <li>• <a href="#">Return Remaining FM Benefits</a> – Take these steps if the participant hasn’t used all their FM benefits and wants to return remaining benefits.</li> <li>• <a href="#">Delayed Signature for FMFI Issuance</a> – Take these steps when there is a delayed signature needed for FMNP benefits.</li> <li>• <a href="#">Journal of Transactions</a> – Take these steps to see the transactions that have occurred for the participant.</li> <li>• <a href="#">FM Nutrition Education</a>- Take these steps for educating on fruits and vegetables and documenting in Cascades.</li> <li>• <a href="#">Transfer Table</a> – Review this table for when FM benefits will transfer with the participant.</li> </ul>

# Cascades Steps

## FMNP and Related Cascades Screens

Steps	Cascades Screen																					
<b>Farmers Market Funding Allocations</b>	Take these steps to view the clinic's remaining FMNP funds throughout the season.																					
1. Locate the Farmers Market funding screen: <ul style="list-style-type: none"> <li>• Log into Cascades at the Local Clinic level.</li> <li>• Select <b>Operations</b>.</li> <li>• Select <b>Define Farmers Market Season</b>.</li> </ul>																						
2. Check available funds: <ul style="list-style-type: none"> <li>• This is the screen clinic staff view to see the available FMNP funds for the clinic.</li> <li>• Check this screen to see if the clinic has funds in the <b>Balance \$</b> column to issue to participants.</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Local Agency</th> <th>Clinic</th> <th>Issued \$</th> <th>Balance \$</th> <th>Max \$</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>L30C09 - MultiCare HS-Mary Bridge Main</td> <td>\$587.50</td> <td>\$5,412.50</td> <td>\$6,000.00</td> <td>3/14/2023</td> <td>10/31/2023</td> </tr> <tr> <td colspan="2"></td> <td colspan="5" style="text-align: right;"><b>Total Allocation \$6,000.00</b></td> </tr> </tbody> </table> <p><b>Note:</b> We are using made up numbers for this example. FMNP allocations are based on approximately 30 - 40% of the agency's eligible caseload.</p>	Local Agency	Clinic	Issued \$	Balance \$	Max \$	Start Date	End Date		L30C09 - MultiCare HS-Mary Bridge Main	\$587.50	\$5,412.50	\$6,000.00	3/14/2023	10/31/2023			<b>Total Allocation \$6,000.00</b>				
Local Agency	Clinic	Issued \$	Balance \$	Max \$	Start Date	End Date																
	L30C09 - MultiCare HS-Mary Bridge Main	\$587.50	\$5,412.50	\$6,000.00	3/14/2023	10/31/2023																
		<b>Total Allocation \$6,000.00</b>																				



# Cascades Steps

## FMNP and Related Cascades Screens

Steps	Cascades Screen
<b>Issue FM Food Instruments</b>	Take these steps to issue FM benefits to the participant(s).
1. Find the family in Cascades.	
2. Provide QR Code to participant. <ul style="list-style-type: none"><li>• Match the Family ID and Name on the paper copy of the QR code stickers to the Cascades Family ID and Name.</li><li>• Attach QR code sticker to front of the WIC Card.</li></ul>	<p><b>QR code options:</b> Sticker (provided in-person or by mail); picture of QR code sent by text or email, printed copy.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>• Stickers are only available with the initial rollout of the QR code. Clinics will have paper copies for all active participants as of April 1, 2023, 11:59 PM.<ul style="list-style-type: none"><li>○ If an active participant had their card replaced, the original QR code won't work at the market.</li></ul></li><li>• For participants who are initially certified after April 1, 2023, the QR code will be provided by state staff to the participant by text, email or a printed copy.</li></ul> <p><b>Note:</b> The foster child's Participant ID and name will be listed on the paper copy of the QR code stickers instead of the Family ID and Parent/Caregiver name.</p>

# Cascades Steps

## FMNP and Related Cascades Screens

Steps	Cascades Screen																		
<p>3. In Quick Links, go to Issue Benefits and select the <b>Issue FM Food Instruments</b> screen.</p> <p><b>Note:</b> This Quick Link is only available during the FMNP season (June 1 – Oct. 31) and if the agency is participating in the FMNP.</p>	<div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid #ccc; padding: 5px; width: 250px;"> <p><b>Issue Benefits</b></p> <ul style="list-style-type: none"> <li>Prescribe Food</li> <li>Issue Food Instruments</li> <li>Food Instrument List</li> <li>Replace Current Benefits</li> <li>Exchange/Increase Formu</li> <li style="border: 2px solid red;">Issue FM Food Instrument</li> <li>FM Food Instrument List</li> <li>Return Remaining FM Ben</li> </ul> </div> <div style="margin-left: 20px;"> <p>This step can be done before the participant is given a QR code. However, staff must issue benefits in Cascades before benefits will be available for the participant to use at the authorized farmers market and farm stores.</p> <p><b>Note:</b> Participants <u>don't</u> need to have their monthly benefits issued first before FMNP benefits can be issued.</p> </div> </div>																		
<p>4. The check box (on left) will be checked for each eligible participant to receive FMNP benefits.</p> <ul style="list-style-type: none"> <li>Remove the check if you don't want to issue benefits to that participant.</li> <li>Select Issue.</li> <li>Have participant sign for the benefits, or if remote, sign as</li> </ul>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Issue Farmers Market Benefits</b> <span style="float: right;">Total Items: 2</span></p> <p><b>Family Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30px;"><input checked="" type="checkbox"/></th> <th style="width: 15%;">Category</th> <th style="width: 25%;">Participant Name</th> <th style="width: 15%;">Minimum Amount</th> <th style="width: 15%;">Maximum Amount</th> <th style="width: 20%;">Amount to Issue per Individual</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Child</td> <td>K BENEFITS</td> <td>\$28.00</td> <td>\$28.00</td> <td style="border: 2px solid red;">\$28.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Child</td> <td>J A. BENEFITS</td> <td>\$28.00</td> <td>\$28.00</td> <td style="border: 2px solid red;">\$28.00</td> </tr> </tbody> </table> <p style="border: 2px solid red; padding: 2px; margin-top: 10px;"> <span style="color: blue;">- Redemption Period from 5/3/2023 to 10/31/2023 -</span>  <b>Total Amount to Issue</b>    <b>Note</b>              \$56.00         </p> <div style="text-align: right; margin-top: 20px;"> <span style="border: 2px solid red; padding: 5px 15px;">Issue</span>    <span style="padding: 5px 15px;">Cancel</span> </div> </div>	<input checked="" type="checkbox"/>	Category	Participant Name	Minimum Amount	Maximum Amount	Amount to Issue per Individual	<input checked="" type="checkbox"/>	Child	K BENEFITS	\$28.00	\$28.00	\$28.00	<input checked="" type="checkbox"/>	Child	J A. BENEFITS	\$28.00	\$28.00	\$28.00
<input checked="" type="checkbox"/>	Category	Participant Name	Minimum Amount	Maximum Amount	Amount to Issue per Individual														
<input checked="" type="checkbox"/>	Child	K BENEFITS	\$28.00	\$28.00	\$28.00														
<input checked="" type="checkbox"/>	Child	J A. BENEFITS	\$28.00	\$28.00	\$28.00														

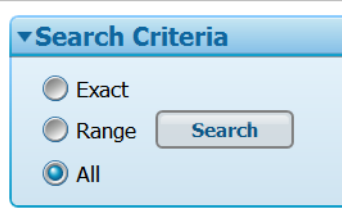

# Cascades Steps

## FMNP and Related Cascades Screens

Steps	Cascades Screen
<p>RBI (Remote Benefit Issuance) and initial.</p>	<p><b>Note:</b> Far right: shows the Amount to Issue per Individual. The Redemption Period shows:</p> <ul style="list-style-type: none"> <li>• The date participants can use benefits (the date the benefits were issued to the end of the FMNP season).</li> <li>• The benefits issued date above is an example date, benefits will be issued after 6/1/2023.</li> <li>• Total Amount to Issue to the family (this is the amount staff are issuing to the family).</li> <li>• Notes display here if they apply.</li> </ul>
<p>Once issued, the <b>Issue FM Benefit</b> screen:</p> <ul style="list-style-type: none"> <li>• Grays out (disables) the checkbox, the Amount to Issue per Individual and the Issue button.</li> <li>• Shows the <b>Redemption Period</b> and now the <b>Total Amount to Issue</b> is zero. Displays a note "Maximum amount of FM benefits were already issued..."</li> </ul>	<p><b>Note:</b> The Shopping List (on the Food Instrument List) shows FMNP benefits at the bottom of the list. They show separately because the benefits date range is different than monthly WIC food benefit issuance.</p>

# Cascades Steps


## FMNP and Related Cascades Screens

<b>FM Food Instrument List</b>	Take these steps to VOID FMNP if participant hasn't used their \$28.00.	
<b>Steps</b>	<b>Cascades Screen</b>	
<p>1. Select a <b>Search Criteria</b>: Exact, Range or All.</p> <p>2. Press the <b>Search</b> button.</p>		<p><b>Note:</b> By selecting <b>All</b>, all FMNP issuance will show, including previous years.</p> <p>Staff will only see this year because this is the first year for electronic benefits. Next year staff will see both years of issued FM benefits.</p>
<p>3. Select the magnifying glass if you would like to see details about the FM benefits.</p> <p><b>Note:</b> The FM benefits are listed for each individual instead of the family.</p>		




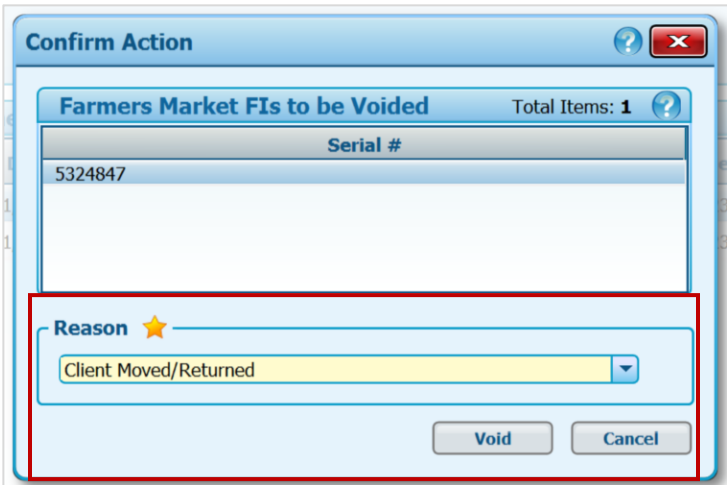
# Cascades Steps

## FMNP and Related Cascades Screens

Steps	Cascades Screen																																																
<p>4. View the <b>Food Instrument Details</b></p> <ul style="list-style-type: none"> <li>• <b>Farmers Market Information</b> lists the farmer's information.</li> <li>• Under <b>Food Items</b>, you see the <b>Subcategory</b> of Farmers Market Benefits, the <b>Quantity</b> of \$28.00 and the <b>Unit of Measure</b> as \$\$\$\$.</li> </ul> <p>5. Staff can VOID from the Food Instrument Details screen by selecting <b>Void this FI</b> or</p>	<p><b>Food Instrument Details</b></p> <p><b>FI General Information</b></p> <table border="1"> <tr> <td>Serial #</td> <td>Family ID</td> <td>Parent Guardian 1 Name</td> </tr> <tr> <td>5324847</td> <td>LE12615458</td> <td>R M. BENEFITS</td> </tr> <tr> <td>Participant Last Name</td> <td>Participant First Name</td> <td></td> </tr> <tr> <td>BENEFITS</td> <td>K</td> <td></td> </tr> <tr> <td>Valid First Date to Spend</td> <td>Valid Last Date to Spend</td> <td></td> </tr> <tr> <td>5/3/2023</td> <td>10/31/2023</td> <td></td> </tr> <tr> <td>Paid Date</td> <td>Paid Amount</td> <td>Presentment Amount</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p><b>Farmers Market Information</b></p> <table border="1"> <tr> <td>Farmers Market ID</td> <td>Farmer ID</td> </tr> <tr> <td>Farmers Market Name</td> <td>Farmer Name</td> </tr> </table> <p><b>Food Items</b></p> <table border="1"> <thead> <tr> <th>Subcategory</th> <th>Quantity</th> <th>Unit of Measure</th> </tr> </thead> <tbody> <tr> <td>Farmers Market Benefits</td> <td>\$28.00</td> <td>\$\$\$\$</td> </tr> </tbody> </table> <p><b>Clinic and Local Agency Information</b></p> <table border="1"> <tr> <td>Clinic ID</td> <td>Clinic Name</td> </tr> <tr> <td>83</td> <td>L30C09 - MultiCare HS-Mary Bridge Main</td> </tr> <tr> <td>Local Agency ID</td> <td>Local Agency Name</td> </tr> <tr> <td>30</td> <td>L30 - MultiCare Health Systems</td> </tr> </table> <p><b>FI Status History</b></p> <table border="1"> <thead> <tr> <th>Status</th> <th>Void Date</th> <th>Void Reason</th> </tr> </thead> <tbody> <tr> <td>Issued</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Signature Information</b></p> <p>Signed by: mxdosland</p>  <p>Buttons: <b>Void this FI</b>, <b>Cancel</b></p>	Serial #	Family ID	Parent Guardian 1 Name	5324847	LE12615458	R M. BENEFITS	Participant Last Name	Participant First Name		BENEFITS	K		Valid First Date to Spend	Valid Last Date to Spend		5/3/2023	10/31/2023		Paid Date	Paid Amount	Presentment Amount				Farmers Market ID	Farmer ID	Farmers Market Name	Farmer Name	Subcategory	Quantity	Unit of Measure	Farmers Market Benefits	\$28.00	\$\$\$\$	Clinic ID	Clinic Name	83	L30C09 - MultiCare HS-Mary Bridge Main	Local Agency ID	Local Agency Name	30	L30 - MultiCare Health Systems	Status	Void Date	Void Reason	Issued		
Serial #	Family ID	Parent Guardian 1 Name																																															
5324847	LE12615458	R M. BENEFITS																																															
Participant Last Name	Participant First Name																																																
BENEFITS	K																																																
Valid First Date to Spend	Valid Last Date to Spend																																																
5/3/2023	10/31/2023																																																
Paid Date	Paid Amount	Presentment Amount																																															
Farmers Market ID	Farmer ID																																																
Farmers Market Name	Farmer Name																																																
Subcategory	Quantity	Unit of Measure																																															
Farmers Market Benefits	\$28.00	\$\$\$\$																																															
Clinic ID	Clinic Name																																																
83	L30C09 - MultiCare HS-Mary Bridge Main																																																
Local Agency ID	Local Agency Name																																																
30	L30 - MultiCare Health Systems																																																
Status	Void Date	Void Reason																																															
Issued																																																	

# Cascades Steps

## FMNP and Related Cascades Screens


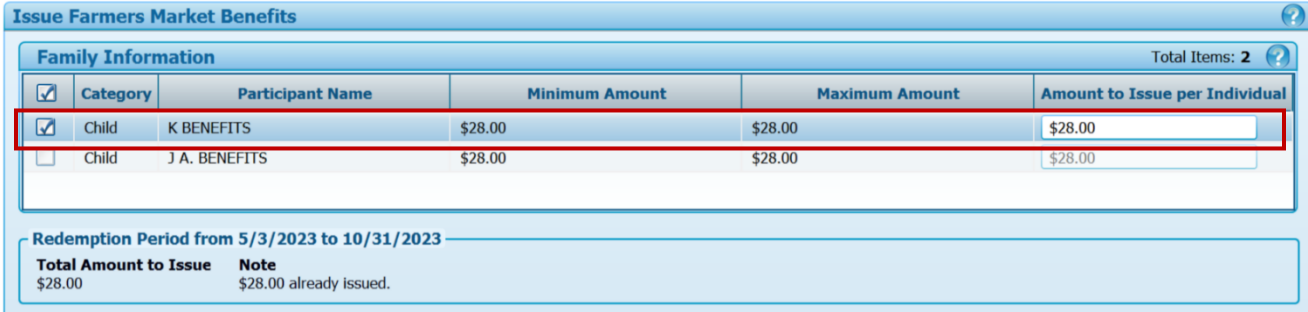
Steps	Cascades Screen
<p>Return to <b>FM Food Instrument List</b> and check the box next to the instrument you wish to void.</p> <ul style="list-style-type: none"> <li>Select <b>Void Selected</b>.</li> </ul>	 <p><b>Note:</b> If the participant has partially redeemed FM benefits, go to the <b>Return Remaining FM Benefits</b> screen to Void.</p>
<p>A <b>Confirm Action</b> pop up box requires a <b>Reason</b>.</p> <ol style="list-style-type: none"> <li>Select a reason from the dropdown box.</li> <li>Select <b>Void</b> or <b>Cancel</b> if you don't want to void.</li> </ol>	





# Cascades Steps

## FMNP and Related Cascades Screens

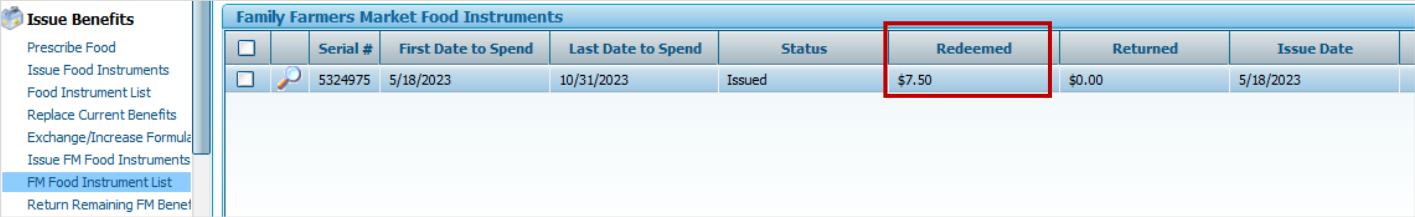
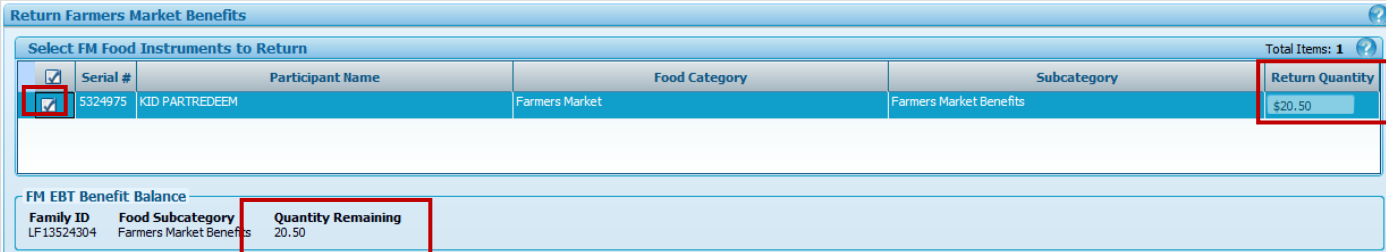
Steps	Cascades Screen																											
<p>8. See the <b>Voided Date</b> and <b>Void Reason</b>.</p>	 <table border="1"> <caption>Family Farmers Market Food Instruments</caption> <thead> <tr> <th>Serial #</th> <th>First Date to Sp</th> <th>Last Date to Spe</th> <th>Status</th> <th>Redeemed</th> <th>Returned</th> <th>Issue Date</th> <th>Voided Date</th> <th>Void Reason</th> </tr> </thead> <tbody> <tr> <td>5324847</td> <td>5/3/2023</td> <td>10/31/2023</td> <td>Voided</td> <td>N/A</td> <td>N/A</td> <td>5/3/2023</td> <td>5/3/2023</td> <td>Client Moved/Reti</td> </tr> <tr> <td>5324848</td> <td>5/3/2023</td> <td>10/31/2023</td> <td>Issued</td> <td>\$0.00</td> <td>\$0.00</td> <td>5/3/2023</td> <td></td> <td></td> </tr> </tbody> </table>	Serial #	First Date to Sp	Last Date to Spe	Status	Redeemed	Returned	Issue Date	Voided Date	Void Reason	5324847	5/3/2023	10/31/2023	Voided	N/A	N/A	5/3/2023	5/3/2023	Client Moved/Reti	5324848	5/3/2023	10/31/2023	Issued	\$0.00	\$0.00	5/3/2023		
Serial #	First Date to Sp	Last Date to Spe	Status	Redeemed	Returned	Issue Date	Voided Date	Void Reason																				
5324847	5/3/2023	10/31/2023	Voided	N/A	N/A	5/3/2023	5/3/2023	Client Moved/Reti																				
5324848	5/3/2023	10/31/2023	Issued	\$0.00	\$0.00	5/3/2023																						
	 <table border="1"> <caption>Issue Farmers Market Benefits</caption> <thead> <tr> <th>Category</th> <th>Participant Name</th> <th>Minimum Amount</th> <th>Maximum Amount</th> <th>Amount to Issue per Individual</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Child</td> <td>K BENEFITS</td> <td>\$28.00</td> <td>\$28.00</td> <td>\$28.00</td> </tr> <tr> <td><input type="checkbox"/> Child</td> <td>J A. BENEFITS</td> <td>\$28.00</td> <td>\$28.00</td> <td>\$28.00</td> </tr> </tbody> </table> <p>Redemption Period from 5/3/2023 to 10/31/2023</p> <p><b>Total Amount to Issue</b> \$28.00      <b>Note</b> \$28.00 already issued.</p>	Category	Participant Name	Minimum Amount	Maximum Amount	Amount to Issue per Individual	<input checked="" type="checkbox"/> Child	K BENEFITS	\$28.00	\$28.00	\$28.00	<input type="checkbox"/> Child	J A. BENEFITS	\$28.00	\$28.00	\$28.00												
Category	Participant Name	Minimum Amount	Maximum Amount	Amount to Issue per Individual																								
<input checked="" type="checkbox"/> Child	K BENEFITS	\$28.00	\$28.00	\$28.00																								
<input type="checkbox"/> Child	J A. BENEFITS	\$28.00	\$28.00	\$28.00																								

**Note:** When a participant has had their \$28.00 voided, the benefits can be reissued (If the family hasn't already been issued \$84.00 in the meantime). This participant will have a check in the box (left) and the \$28.00 is not grayed out.



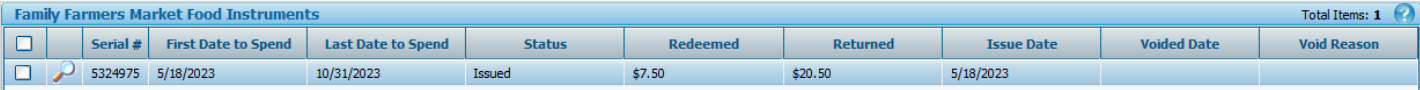
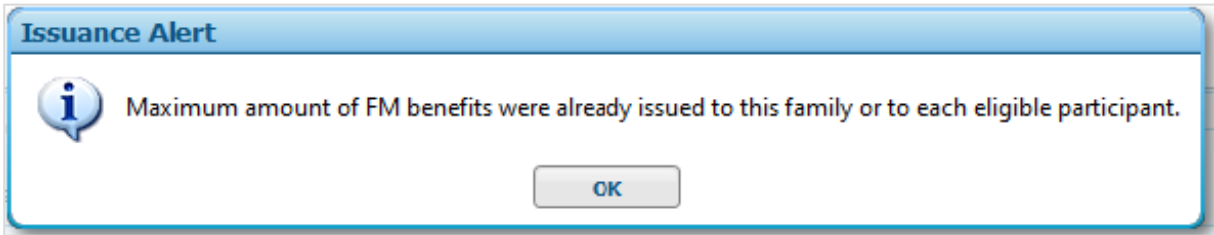
# Cascades Steps

## FMNP and Related Cascades Screens

<p><b>Return Remaining FM Benefits</b></p>	<p>Take these steps if the participant hasn't used all their FM benefits and wants to return what benefits remain.</p> <ul style="list-style-type: none"> <li>Once you return the remaining partial benefits, you can't reissue any amount of the FM benefit back to the participant.</li> <li>Don't use this screen if the full benefits (\$28.00) are still available. Use the Food Instrument List screen to VOID full benefits.</li> </ul>																
<p><b>Steps</b></p>	<p><b>Cascades Screen</b></p>																
<p>1. View the benefits the participant has used (redeemed) of their \$28.00 on the <b>FM Food Instrument List</b>.</p>	 <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Serial #</th> <th>First Date to Spend</th> <th>Last Date to Spend</th> <th>Status</th> <th>Redeemed</th> <th>Returned</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td>5324975</td> <td>5/18/2023</td> <td>10/31/2023</td> <td>Issued</td> <td>\$7.50</td> <td>\$0.00</td> <td>5/18/2023</td> </tr> </tbody> </table>	Serial #	First Date to Spend	Last Date to Spend	Status	Redeemed	Returned	Issue Date	5324975	5/18/2023	10/31/2023	Issued	\$7.50	\$0.00	5/18/2023		
Serial #	First Date to Spend	Last Date to Spend	Status	Redeemed	Returned	Issue Date											
5324975	5/18/2023	10/31/2023	Issued	\$7.50	\$0.00	5/18/2023											
<p>2. Go to <b>Return FM Benefits</b></p> <ul style="list-style-type: none"> <li>Select the checkbox for the participant(s) wanting to return remaining FM benefits.</li> </ul>	 <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Serial #</th> <th>Participant Name</th> <th>Food Category</th> <th>Subcategory</th> <th>Return Quantity</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 5324975</td> <td>KID PARTREDEEM</td> <td>Farmers Market</td> <td>Farmers Market Benefits</td> <td>\$20.50</td> </tr> </tbody> </table> <p>Below the table, the 'FM EBT Benefit Balance' section shows:</p> <table border="1"> <thead> <tr> <th>Family ID</th> <th>Food Subcategory</th> <th>Quantity Remaining</th> </tr> </thead> <tbody> <tr> <td>LF13524304</td> <td>Farmers Market Benefits</td> <td>20.50</td> </tr> </tbody> </table> <p><b>Note:</b> The Return Quantity is grayed out and the amount can't be changed. The <b>Quantity Remaining</b> shows the total for all participants remaining benefits. The Shopping List reflects this amount. The returned amount goes back to the issuing clinic's funds</p>	Serial #	Participant Name	Food Category	Subcategory	Return Quantity	<input checked="" type="checkbox"/> 5324975	KID PARTREDEEM	Farmers Market	Farmers Market Benefits	\$20.50	Family ID	Food Subcategory	Quantity Remaining	LF13524304	Farmers Market Benefits	20.50
Serial #	Participant Name	Food Category	Subcategory	Return Quantity													
<input checked="" type="checkbox"/> 5324975	KID PARTREDEEM	Farmers Market	Farmers Market Benefits	\$20.50													
Family ID	Food Subcategory	Quantity Remaining															
LF13524304	Farmers Market Benefits	20.50															

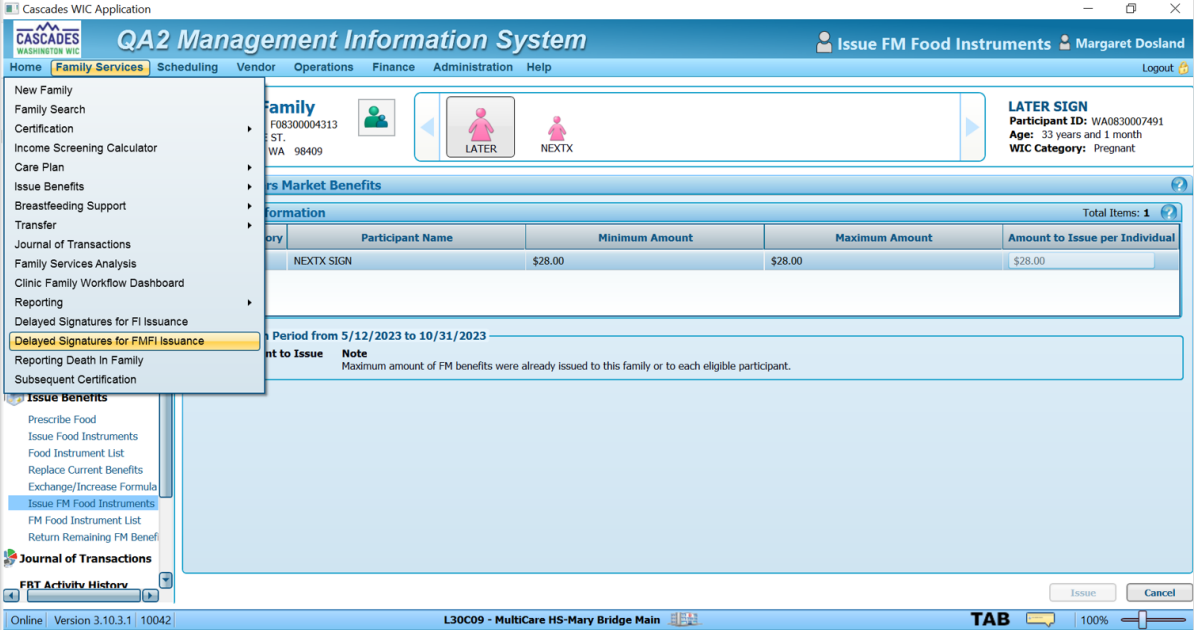

# Cascades Steps

## FMNP and Related Cascades Screens

Steps	Cascades Screen
	<p><b>Note:</b> If the full benefit amount has been redeemed, the participant won't be listed.</p>
<p>3. Select <b>Save</b> (bottom right corner of screen).</p>	 <p>On the <b>FM Food Instrument List</b>: When partial benefits are returned the Status shows Issued, the amount Redeemed displays, and the amount Returned displays. Cascades doesn't ask for a Void Reason when the participant returns partial benefits.</p>
<p>If staff try to reissue benefits for the participant who has returned their benefits, they'll receive a pop-up message and be unable to issue benefits to the participant again.</p>	

# Cascades Steps

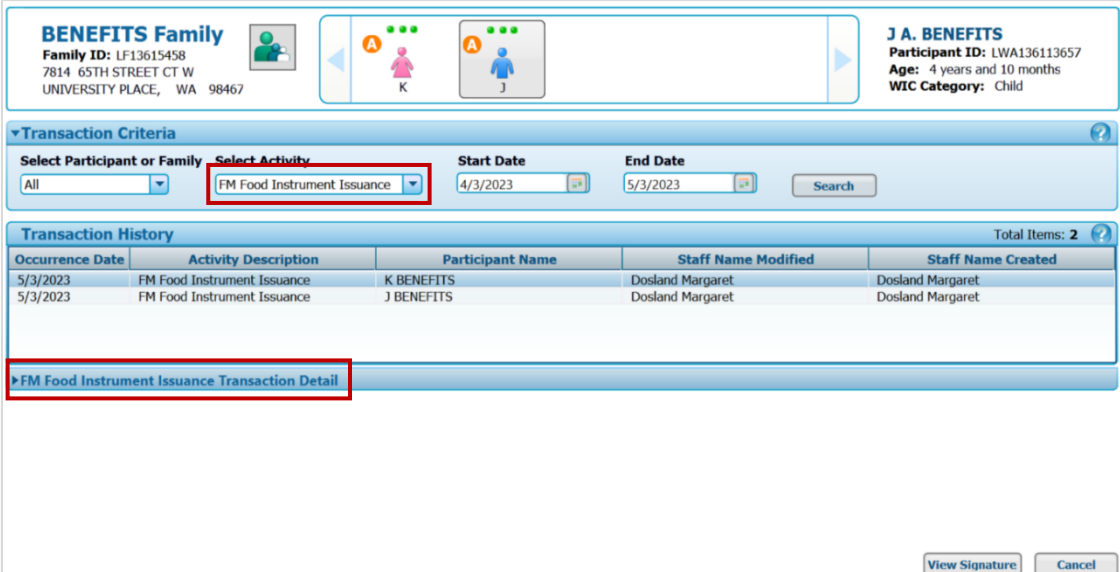
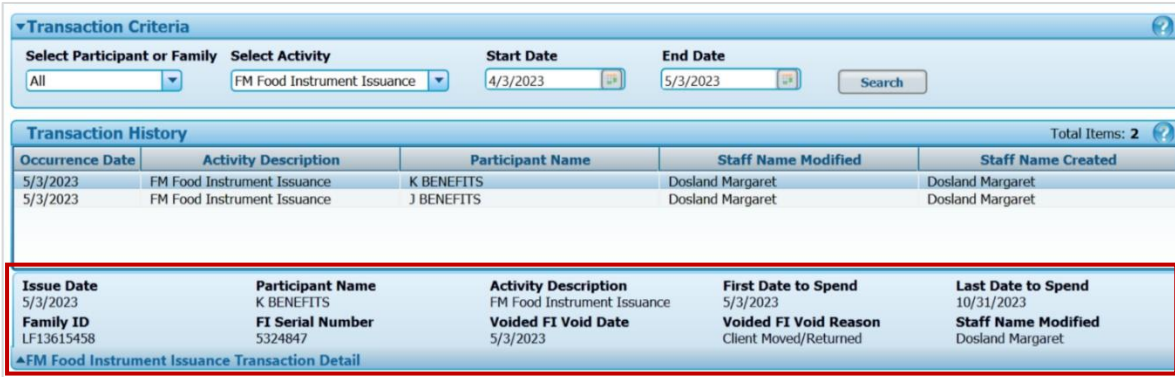
## FMNP and Related Cascades Screens

<p><b>Delayed Signature for FMFI Issuance</b></p>	<p>Take these steps when participant needs to sign later for their farmers market benefits.</p>
<p><b>Steps</b></p>	<p><b>Cascades Screen</b></p>
<p>When participant has a delayed signature, go to:</p> <ul style="list-style-type: none"> <li>• <b>Family Services</b> on the menu bar.</li> <li>• Select <b>Delayed Signatures for Farmers Market Food Instrument (FMFI) Issuance</b>.</li> </ul>	 <p>The screenshot shows the 'Cascades WIC Application' interface. The 'Family Services' menu is open, and 'Delayed Signatures for FMFI Issuance' is highlighted. The main screen displays 'Family Information' for a participant with a 'LATER SIGN' status. A table shows 'Next Sign' with a minimum and maximum amount of \$28.00. A note indicates that the maximum amount of FM benefits were already issued to this family.</p>
<p>Select the Pencil to open the file. Have the Participant sign or Sign "RBI".</p>	 <p>The first screenshot shows a 'Delayed Signature FMFI List' with a pencil icon and a 'LATER SIGN' button. The second screenshot shows a 'Print and Sign' dialog box with a 'Sign Later' button.</p>



# Cascades Steps

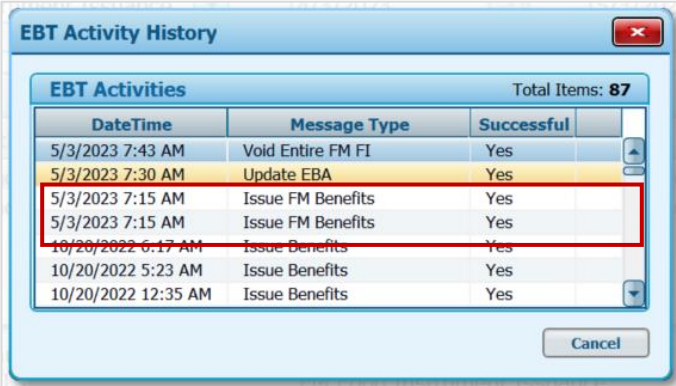
## FMNP and Related Cascades Screens

Journal of Transactions (JOT)	Take these steps to view the Journal of Transaction and the transaction detail.
<p><b>Steps</b></p> <ul style="list-style-type: none"> <li>Go to <b>Select Activity</b>.</li> <li>Open the dropdown box.</li> <li>Select <b>FM Food Instrument Issuance</b>.</li> <li>Confirm the dates.</li> <li>Select Search.</li> <li>Under Occurrence Date, select the row to see the detailed information.</li> </ul>	<p><b>Cascades Screen</b></p> 
<p>View the <b>JOT History</b> with detailed information about the transaction.</p>	



# Cascades Steps

## FMNP and Related Cascades Screens

<b>EBT Activity History</b>	Take this step to see the participants EBT history.																								
<b>Step(s)</b>	<b>Cascades Screen</b>																								
Select <b>EBT Activity History</b> in the Quick Links.	 <table border="1" style="margin: 10px auto;"> <caption>EBT Activities</caption> <thead> <tr> <th>DateTime</th> <th>Message Type</th> <th>Successful</th> </tr> </thead> <tbody> <tr> <td>5/3/2023 7:43 AM</td> <td>Void Entire FM FI</td> <td>Yes</td> </tr> <tr style="background-color: yellow;"> <td>5/3/2023 7:30 AM</td> <td>Update EBA</td> <td>Yes</td> </tr> <tr> <td>5/3/2023 7:15 AM</td> <td>Issue FM Benefits</td> <td>Yes</td> </tr> <tr> <td>5/3/2023 7:15 AM</td> <td>Issue FM Benefits</td> <td>Yes</td> </tr> <tr> <td>10/20/2022 6:17 AM</td> <td>Issue Benefits</td> <td>Yes</td> </tr> <tr> <td>10/20/2022 5:23 AM</td> <td>Issue Benefits</td> <td>Yes</td> </tr> <tr> <td>10/20/2022 12:35 AM</td> <td>Issue Benefits</td> <td>Yes</td> </tr> </tbody> </table>	DateTime	Message Type	Successful	5/3/2023 7:43 AM	Void Entire FM FI	Yes	5/3/2023 7:30 AM	Update EBA	Yes	5/3/2023 7:15 AM	Issue FM Benefits	Yes	5/3/2023 7:15 AM	Issue FM Benefits	Yes	10/20/2022 6:17 AM	Issue Benefits	Yes	10/20/2022 5:23 AM	Issue Benefits	Yes	10/20/2022 12:35 AM	Issue Benefits	Yes
DateTime	Message Type	Successful																							
5/3/2023 7:43 AM	Void Entire FM FI	Yes																							
5/3/2023 7:30 AM	Update EBA	Yes																							
5/3/2023 7:15 AM	Issue FM Benefits	Yes																							
5/3/2023 7:15 AM	Issue FM Benefits	Yes																							
10/20/2022 6:17 AM	Issue Benefits	Yes																							
10/20/2022 5:23 AM	Issue Benefits	Yes																							
10/20/2022 12:35 AM	Issue Benefits	Yes																							
<b>Notes:</b>																									
<b>Food Instrument List, open Shopping List</b>	The Shopping List will reflect the current balance of the FMNP benefits if any benefits remain. Note: The WICShopper App and the store receipt will also reflect the current benefits.																								
<b>Foster child</b>	The benefits always go with the foster child, even if the receiving family has received their maximum amount for FM benefits or the clinic isn't participating in FMNP. A foster child is a family of one. They have their own WIC Card and \$28.00 of FMNP benefits. If they haven't received FM benefits yet when they join the receiving family, they could receive FMNP benefits as long as the clinic is participating in the FMNP and has funds available.																								
<b>Transfer participant</b>	See table at the end of this document sharing if the FM benefits will transfer with the participant.																								



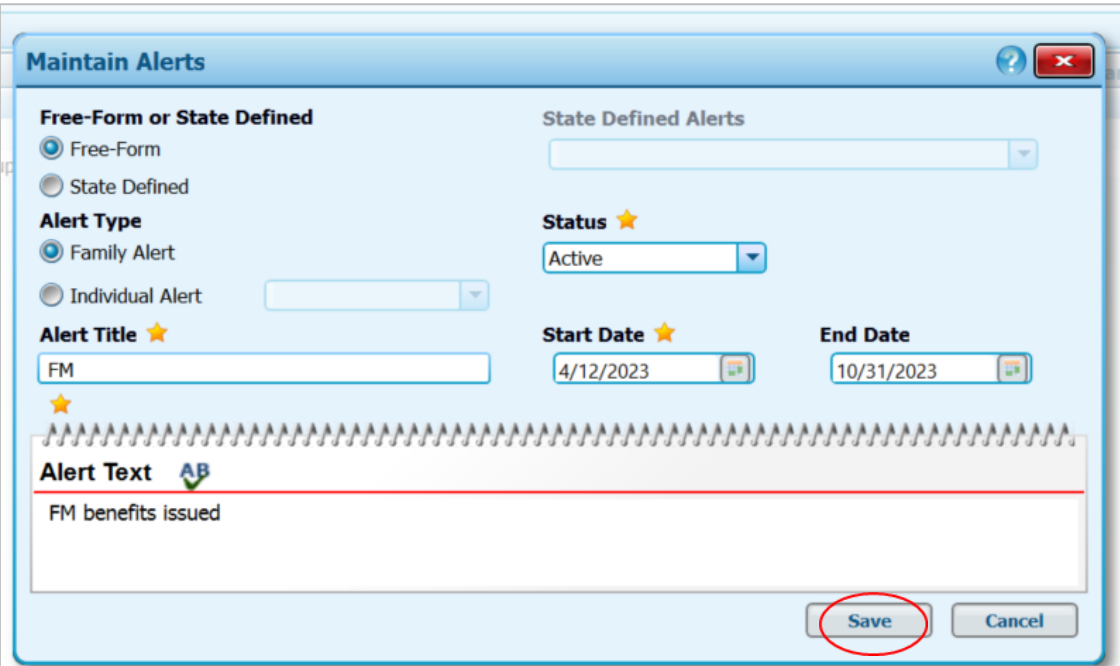
# Cascades Steps

## FMNP and Related Cascades Screens

<p><b>FM Nutrition Education</b></p>	<p>Take these steps:</p> <ul style="list-style-type: none"> <li>• Staff must provide the FM nutrition education within the certification the participant receives FM benefits.</li> <li>• WICHealth.org can also fulfill this step if the participant completes the “Be Healthy with Veggies and Fruits” lesson.</li> </ul>
<ol style="list-style-type: none"> <li>1. Provide education on fruits and vegetables.</li> <li>2. Document a note that includes:             <ul style="list-style-type: none"> <li>• The appointment type as the title.</li> <li>• The participant’s or parent guardian’s thoughts and feelings about the topic(s).</li> <li>• Information offered/shared/discussed about the topic(s).                 <ul style="list-style-type: none"> <li>○ Updated information about the participant goal(s) if a goal was set.</li> <li>○ Additional information for future support and follow up.</li> </ul> </li> </ul> </li> <li>a. Document the nutrition education topic(s) discussed and mark as “Complete” in</li> </ol>	<div data-bbox="674 480 1898 716" style="border: 1px solid #ccc; padding: 10px;"> <p><b>▼ Nutrition Assessment</b></p> <p>FMNP-NE: Issued FM benefits to Charlotte, Juniper, Caleb; \$84. Discussed using benefits at mkt. Suggested trying "magic" string beans with kids. Purple beans turn green when cooked. Discussed prep and storing. Mom plans to go to mkt. Sat. Excited to try beans with kids. Wants to learn how to make freezer jam at next appt.</p> </div> <div data-bbox="669 824 1915 971" style="background-color: #4a7ebb; color: white; padding: 15px; text-align: center; border-radius: 10px;"> <p>Copy and paste the note in <u>each</u> participant’s Individual Care Plan to meet the Nutrition Education – Individual (NE-I) requirement.</p> </div>

# Cascades Steps

## FMNP and Related Cascades Screens

<p>the Care Plan – Nutrition Education.</p>	
<p>Best Practice: Add Family Alerts.</p> <p>Create a Family Alert to document FM benefits were issued.</p> <p>Click on Family Alerts in the Certification Quick Links.</p> <ol style="list-style-type: none"> <li>1. Click the “Add” button. The “Maintain Alerts” window pops up.</li> <li>2. Select “Free Form” and title the alert “FM”.</li> <li>3. Add note in Alert Text.</li> <li>4. Put an end date of 10/31/2023.</li> </ol> <p>Click the “Save” button to save alert.</p>	<p>Optional</p> <ul style="list-style-type: none"> <li>• Quickly identifies the individual or family who received FM benefits.</li> <li>• Reminds staff to check in with the participant to see how it’s going at the market.</li> <li>• Staff can encourage the participant to use all the benefits before the season is over.</li> </ul> 





# Cascades Steps

## FMNP and Related Cascades Screens

### Transfer Table

Participant with no farmers market issuance transfers to another family.

**\*Assumption: the receiving clinic is participating in FMNP**

Receiving family has:	No FMNP Benefits issued	Partial FMNP benefits issued (only 1 or 2 participants were issued benefits)	Maximum FMNP benefits issued
<b>Action at receiving clinic*</b>	Issue full or partial individual FM benefits	Issue full or partial individual FM benefits up to the individual or family maximum amount	No FM benefits can be issued to the transferred participant in the receiving family.

Participant with farmers market issuance (full/partial) transfers to another family.

**\*Assumption: the receiving clinic is participating in FMNP**

Receiving family has:	No FMNP Benefits issued	Full or partial FMNP benefits issued	Maximum FMNP benefits issued
<b>Action at receiving clinic*</b>	The full/partial amount should be available in the receiving family's account	Available in the receiving family's account if it doesn't cause the family to be over the family maximum. <ul style="list-style-type: none"> <li>If the transferred FM benefit would put the receiving family total over the family maximum, the transferred benefit amount will be reduced to equal the difference between the amount that has been issued for the</li> </ul>	<ul style="list-style-type: none"> <li>Participant's FM benefit will not be transferred since it would put the receiving family over the maximum family allotment for the season.</li> </ul>



## Cascades Steps

### FMNP and Related Cascades Screens

		<p>receiving family and the maximum family benefit. No more benefits can be issued for the receiving family.</p>	<ul style="list-style-type: none"> <li>• Message displayed: “Receiving family was already issued maximum FM benefits. FM benefits will not transfer.”</li> <li>The benefits automatically get voided and the funds are added back to the issuing clinic.</li> </ul>
--	--	--	---

This institution is an equal opportunity provider.  
Washington WIC doesn't discriminate.

To request this document in another format, call 1-800-841-1410.  
Deaf or hard of hearing customers, please call 711 (Washington Relay) or email  
WIC@doh.wa.gov.



DOH 964-029 May 2023

