

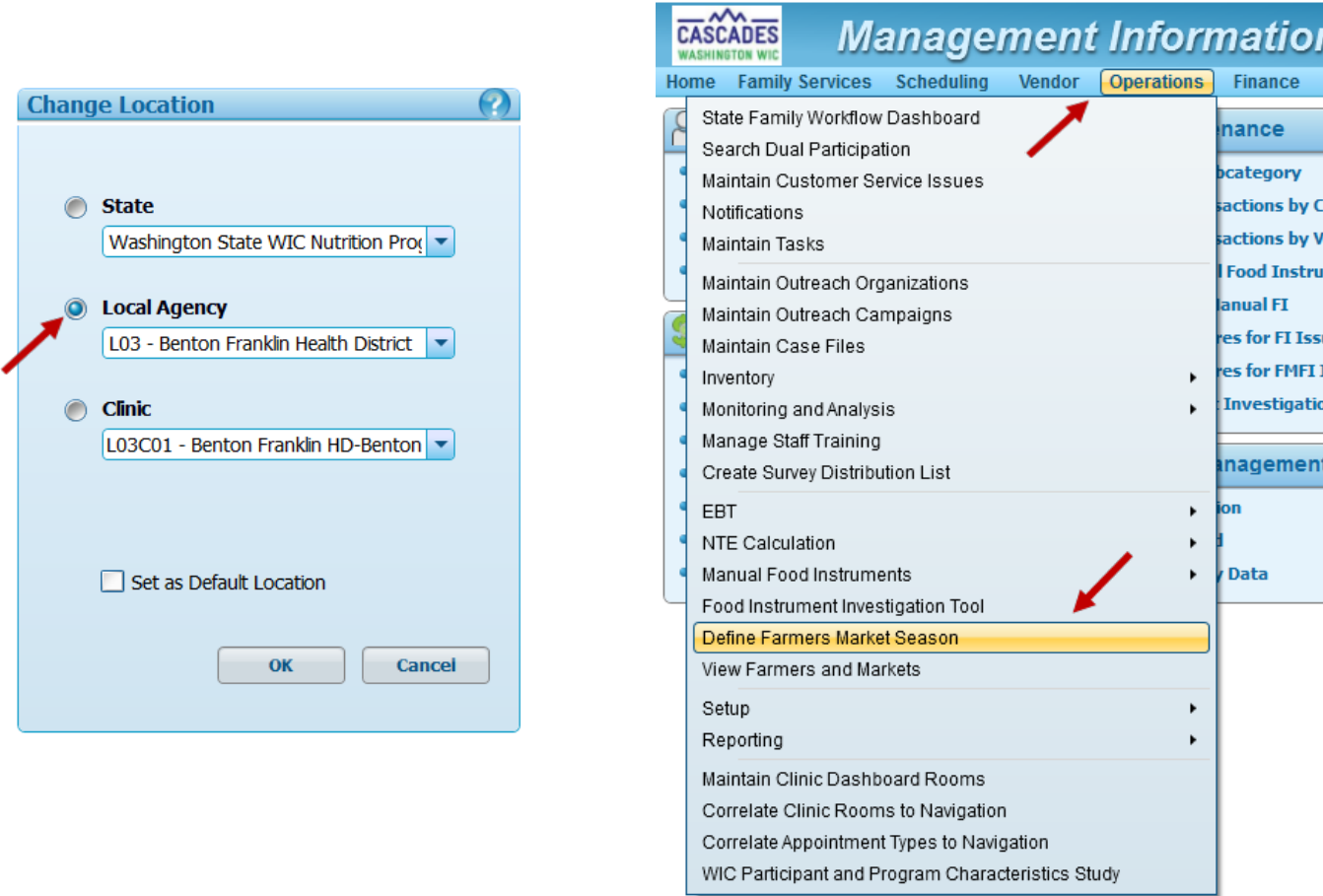


Cascades Steps



Reallocate Farmers Market Nutrition Program Funds

Local agencies can allocate Farmers Market Nutrition Program (FMNP) funds from the agency to individual clinics. Funds can also be reallocated between clinics in the same local agency. Follow these steps to reallocate FMNP funds in the same local agency.

Steps	Cascades Screen
<p>Reallocate the FMNP funds</p> <p>Step 1 Locate the Farmers Market funding screen:</p> <ul style="list-style-type: none"> • Log into Cascades in the Local Agency view. • Select Operations. • Select Define Farmers Market Season. <p>Note: This process can't be completed in the Clinic View. If the Local Agency radio button is grayed out, your role needs to be assigned at the agency level in Cascades. Please refer to Handout A: Cascades User Account (wa.gov) for more information on adding roles in Cascades.</p>	 <p>The screenshot shows two parts of the Cascades interface. On the left is a 'Change Location' dialog box with three radio buttons: 'State' (selected), 'Local Agency' (selected with a red arrow), and 'Clinic'. Below the radio buttons are three dropdown menus: 'Washington State WIC Nutrition Pro...', 'L03 - Benton Franklin Health District' (with a red arrow pointing to it), and 'L03C01 - Benton Franklin HD-Benton'. At the bottom of the dialog is a checkbox 'Set as Default Location' and 'OK' and 'Cancel' buttons. On the right is the 'Management Information' menu. The 'Operations' tab is selected and highlighted with a red arrow. The 'Define Farmers Market Season' option is highlighted with a yellow background and a red arrow pointing to it.</p>



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<p>Step 2 Check available funds:</p> <ul style="list-style-type: none"> This is the screen that clinic staff view to see the available FMNP funds. Check this screen to see if the agency has funds in the Balance \$ column to allocate to clinics like in this example. <p>Note: We are using made up numbers for the example shown. FMNP allocations are based on approximately 30 - 40% of the agency's eligible caseload.</p>	<p>Local Agency or Clinic Definition</p> <p>Select Location to Add: Local Agency (selected) Clinic</p> <p>Local Agency: L03 - Benton Franklin Health District</p> <p>Clinic: [Empty]</p> <p>Add</p> <p>Farmers Market Funding Allocations</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th></th> <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></td> <td></td> <td>L03 - Benton Franklin Health District</td> <td></td> <td>\$0.00</td> <td>\$500.00</td> <td>\$500.00</td> <td>1/9/2024</td> <td>10/31/2024</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>L03C01 - Benton Franklin HD-Benton City</td> <td>\$60.00</td> <td>\$390.00</td> <td>\$450.00</td> <td>1/9/2024</td> <td>10/31/2024</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>L03C03 - Benton Franklin HD-Kennewick</td> <td>\$0.00</td> <td>\$450.00</td> <td>\$450.00</td> <td>1/9/2024</td> <td>10/31/2024</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>L03C05 - Benton Franklin HD-Pasco</td> <td>\$0.00</td> <td>\$600.00</td> <td>\$600.00</td> <td>1/9/2024</td> <td>10/31/2024</td> </tr> </tbody> </table> <p>Total Allocation \$2,000.00</p>				Local Agency	Clinic	Issued \$	Balance \$	Max \$	Start Date	End Date				L03 - Benton Franklin Health District		\$0.00	\$500.00	\$500.00	1/9/2024	10/31/2024					L03C01 - Benton Franklin HD-Benton City	\$60.00	\$390.00	\$450.00	1/9/2024	10/31/2024					L03C03 - Benton Franklin HD-Kennewick	\$0.00	\$450.00	\$450.00	1/9/2024	10/31/2024					L03C05 - Benton Franklin HD-Pasco	\$0.00	\$600.00	\$600.00	1/9/2024	10/31/2024
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<p>Step 3 Select which clinic or agency to reallocate funds from:</p> <ul style="list-style-type: none"> Click the green arrow next to the clinic or agency where the funds are coming from. <p>The clinic or agency selected will have funds removed and added to another clinic(s).</p>	<p>Farmers Market Funding Allocations</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th></th> <th>Local Agency</th> <th>Clinic</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>L03 - Benton Franklin Health District</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>L03C01 - Benton Franklin HD-Benton City</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>L03C03 - Benton Franklin HD-Kennewick</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>L03C05 - Benton Franklin HD-Pasco</td> </tr> </tbody> </table>				Local Agency	Clinic				L03 - Benton Franklin Health District						L03C01 - Benton Franklin HD-Benton City					L03C03 - Benton Franklin HD-Kennewick					L03C05 - Benton Franklin HD-Pasco																									
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<p>Step 4 Choose the Reallocation amount:</p> <ul style="list-style-type: none"> The Balance \$ from the clinic or agency selected will be displayed at the top of the screen under Reallocation Source. In the Reallocation Amount field, enter the amount of funds to reallocate. Choose how much funding to reallocate by adding a dollar amount to the Additional \$ fields for each clinic. Select Save. <p>Note: The Reallocation Amount can't be greater than the Balance \$ in the Reallocation Source. (See error message in example.)</p>	<p>Reallocate Farmers Market Funds</p> <p>Reallocation Source</p> <table border="1"> <thead> <tr> <th>Local Agency</th> <th>Clinic</th> <th>Issued \$</th> <th>Balance \$</th> <th>Max \$</th> </tr> </thead> <tbody> <tr> <td>L03 - Benton Franklin Health District</td> <td></td> <td>\$0.00</td> <td>\$0.00</td> <td>\$500.00</td> </tr> </tbody> </table> <p>Reallocation Amount \$500.00 Reallocation Balance \$0.00</p> <p>Reallocation Target</p> <table border="1"> <thead> <tr> <th>Local Agency</th> <th>Clinic</th> <th>Issued \$</th> <th>Balance \$</th> <th>Max \$</th> <th>Additional \$</th> </tr> </thead> <tbody> <tr> <td>L03C01 - Benton Franklin HD-Benton City</td> <td></td> <td>\$60.00</td> <td>\$390.00</td> <td>\$450.00</td> <td>\$0.00</td> </tr> <tr> <td>L03C03 - Benton Franklin HD-Kennewick</td> <td></td> <td>\$0.00</td> <td>\$450.00</td> <td>\$450.00</td> <td>\$200.00</td> </tr> <tr> <td>L03C05 - Benton Franklin HD-Pasco</td> <td></td> <td>\$0.00</td> <td>\$600.00</td> <td>\$600.00</td> <td>\$300.00</td> </tr> </tbody> </table> <p>Save Cancel</p> <hr/> <p>Reallocate Farmers Market Funds</p> <p>Reallocation Source</p> <table border="1"> <thead> <tr> <th>Local Agency</th> <th>Clinic</th> <th>Issued \$</th> <th>Balance \$</th> <th>Max \$</th> </tr> </thead> <tbody> <tr> <td>L03 - Benton Franklin Health District</td> <td></td> <td>\$0.00</td> <td>(\$200.00)</td> <td>\$500.00</td> </tr> </tbody> </table> <p>Reallocation Amount \$700.00 Reallocation Balance \$200.00</p> <p>Reallocation Target</p> <table border="1"> <thead> <tr> <th>Local Agency</th> <th>Clinic</th> <th>Issued \$</th> <th>Balance \$</th> <th>Max \$</th> <th>Additional \$</th> </tr> </thead> <tbody> <tr> <td>L03C01 - Benton Franklin HD-Benton City</td> <td></td> <td>\$60.00</td> <td>\$390.00</td> <td>\$450.00</td> <td>\$0.00</td> </tr> <tr> <td>L03C03 - Benton Franklin HD-Kennewick</td> <td></td> <td>\$0.00</td> <td>\$450.00</td> <td>\$450.00</td> <td>\$200.00</td> </tr> <tr> <td>L03C05 - Benton Franklin HD-Pasco</td> <td></td> <td>\$0.00</td> <td>\$600.00</td> <td>\$600.00</td> <td>\$300.00</td> </tr> </tbody> </table> <p>Save Cancel</p> <p><i>Enter the amount to reallocate. Reallocation Amount cannot be more than the Balance \$ in the Reallocation Source.</i></p>	Local Agency	Clinic	Issued \$	Balance \$	Max \$	L03 - Benton Franklin Health District		\$0.00	\$0.00	\$500.00	Local Agency	Clinic	Issued \$	Balance \$	Max \$	Additional \$	L03C01 - Benton Franklin HD-Benton City		\$60.00	\$390.00	\$450.00	\$0.00	L03C03 - Benton Franklin HD-Kennewick		\$0.00	\$450.00	\$450.00	\$200.00	L03C05 - Benton Franklin HD-Pasco		\$0.00	\$600.00	\$600.00	\$300.00	Local Agency	Clinic	Issued \$	Balance \$	Max \$	L03 - Benton Franklin Health District		\$0.00	(\$200.00)	\$500.00	Local Agency	Clinic	Issued \$	Balance \$	Max \$	Additional \$	L03C01 - Benton Franklin HD-Benton City		\$60.00	\$390.00	\$450.00	\$0.00	L03C03 - Benton Franklin HD-Kennewick		\$0.00	\$450.00	\$450.00	\$200.00	L03C05 - Benton Franklin HD-Pasco		\$0.00	\$600.00	\$600.00	\$300.00
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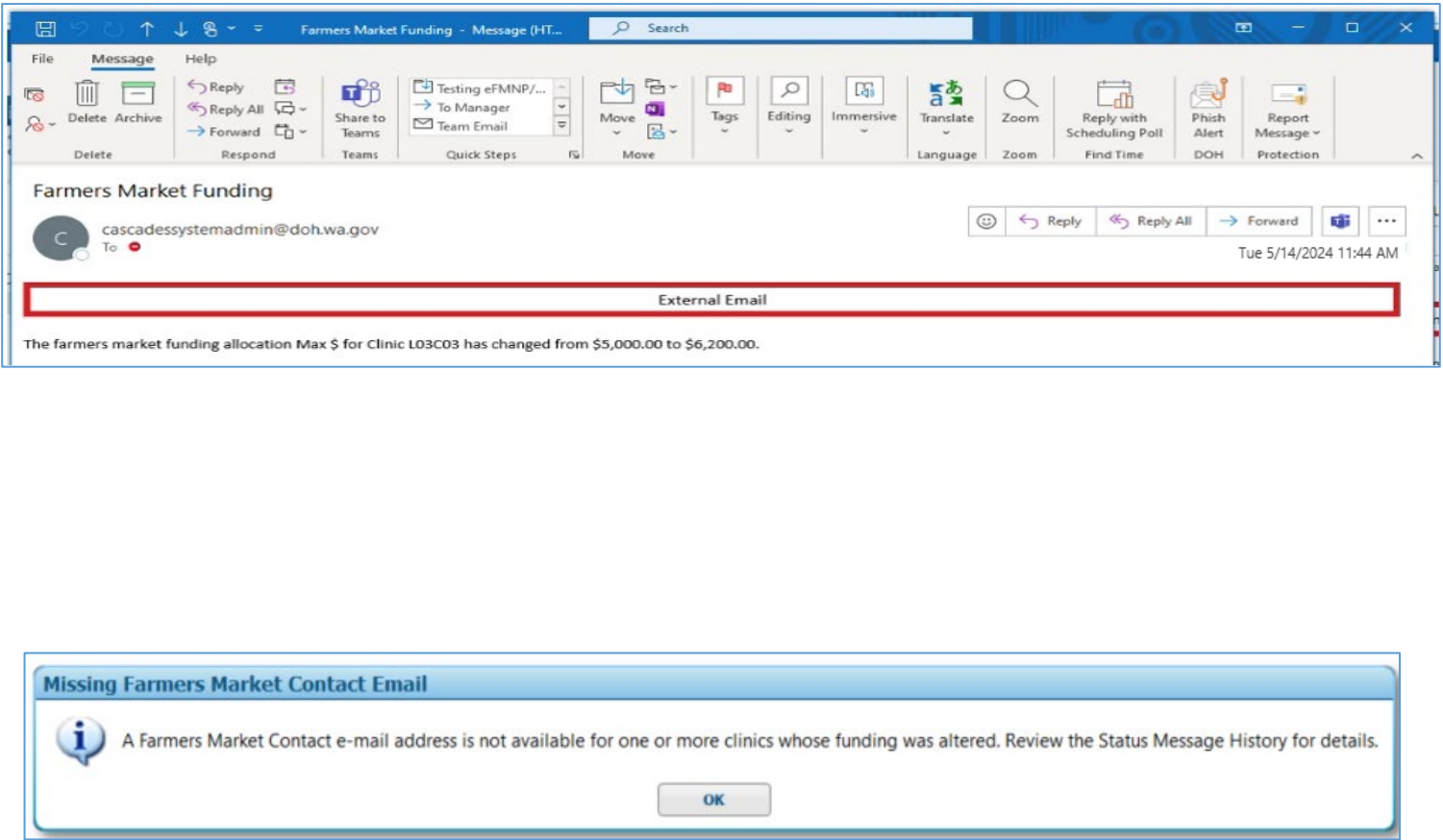
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<p>Step 5 Finish the Reallocation process:</p> <ul style="list-style-type: none">Select Finalize on the Local Agency or Clinic Definition screen to finish the reallocation process.	<p>Local Agency or Clinic Definition</p> <p>Select Location to Add: <input type="radio"/> Local Agency <input checked="" type="radio"/> Clinic</p> <p>Local Agency: L03 - Benton Franklin Health District</p> <p>Clinic: <input type="text"/></p> <p>Add</p> <p>Farmers Market Funding Allocations</p> <table border="1"><thead><tr><th></th><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>L03 - Benton Franklin Health District</td><td></td><td>\$0.00</td><td>\$500.00</td><td>\$500.00</td><td>1/9/2024</td><td>10/31/2024</td></tr><tr><td></td><td></td><td>L03C01 - Benton Franklin HD-Benton City</td><td>\$60.00</td><td>\$390.00</td><td>\$450.00</td><td>1/9/2024</td><td>10/31/2024</td></tr><tr><td></td><td></td><td>L03C03 - Benton Franklin HD-Kennewick</td><td>\$0.00</td><td>\$450.00</td><td>\$450.00</td><td>1/9/2024</td><td>10/31/2024</td></tr><tr><td></td><td></td><td>L03C05 - Benton Franklin HD-Pasco</td><td>\$0.00</td><td>\$600.00</td><td>\$600.00</td><td>1/9/2024</td><td>10/31/2024</td></tr></tbody></table> <p>Total Allocation \$2,000.00</p> <p>Finalize Save Cancel</p>		Local Agency	Clinic	Issued \$	Balance \$	Max \$	Start Date	End Date		L03 - Benton Franklin Health District		\$0.00	\$500.00	\$500.00	1/9/2024	10/31/2024			L03C01 - Benton Franklin HD-Benton City	\$60.00	\$390.00	\$450.00	1/9/2024	10/31/2024			L03C03 - Benton Franklin HD-Kennewick	\$0.00	\$450.00	\$450.00	1/9/2024	10/31/2024			L03C05 - Benton Franklin HD-Pasco	\$0.00	\$600.00	\$600.00	1/9/2024	10/31/2024
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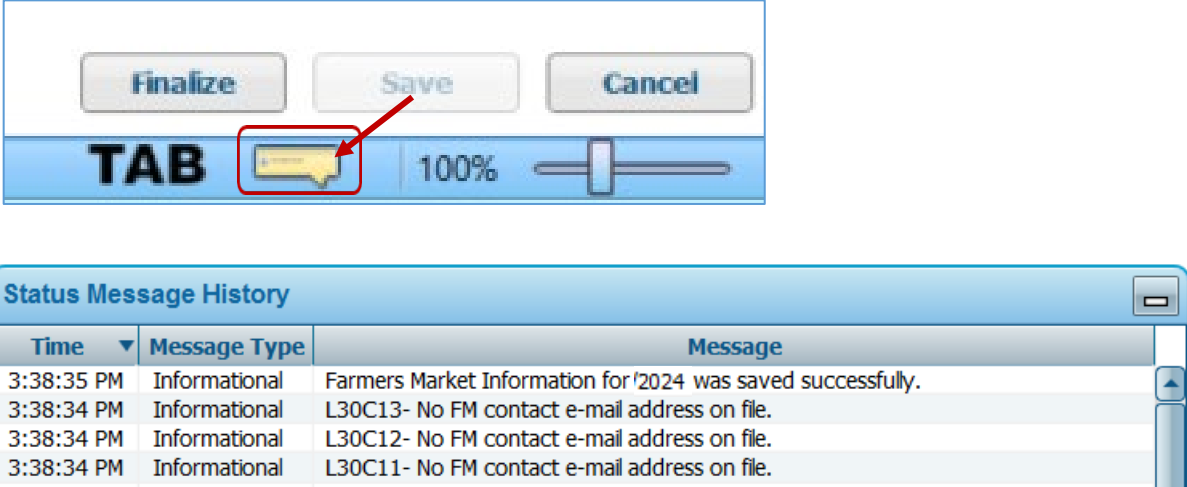
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<p>Each Farmers Market Contact for the local agency and clinics affected by funding changes will receive an email to confirm the changes. The state staff will also receive an email as notice of funding changes.</p> <p>Addition Information:</p> <ul style="list-style-type: none"> • An email confirming the reallocation of funds can't be sent to a local agency or clinic without a Farmers Market Contact email. • If a contact hasn't been created, this message will appear after finalizing the reallocation of FMNP funds. • Please see Cascades Steps- Create and Update Farmers Market Contacts for more information. 	 <p>The screenshot shows an email interface. The email is from 'cascadesystemadmin@doh.wa.gov' with the subject 'Farmers Market Funding'. The body of the email contains the text 'External Email' which is highlighted with a red box. Below the email, a dialog box titled 'Missing Farmers Market Contact Email' is displayed, containing the message: 'A Farmers Market Contact e-mail address is not available for one or more clinics whose funding was altered. Review the Status Message History for details.' and an 'OK' button.</p>



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<p>The Status Message History will display the clinic number with the missing FM contact email. To view Status Message History, click the yellow message symbol in the bottom right corner of the screen.</p>	 <p>The screenshot shows a software interface with three buttons: 'Finalize', 'Save', and 'Cancel'. Below these is a blue bar with the word 'TAB' and a yellow speech bubble icon with a red arrow pointing to it. To the right of the icon is a '100%' zoom indicator and a slider. Below this is a 'Status Message History' window containing a table with the following data:</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Message Type</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>3:38:35 PM</td> <td>Informational</td> <td>Farmers Market Information for '2024 was saved successfully.</td> </tr> <tr> <td>3:38:34 PM</td> <td>Informational</td> <td>L30C13- No FM contact e-mail address on file.</td> </tr> <tr> <td>3:38:34 PM</td> <td>Informational</td> <td>L30C12- No FM contact e-mail address on file.</td> </tr> <tr> <td>3:38:34 PM</td> <td>Informational</td> <td>L30C11- No FM contact e-mail address on file.</td> </tr> </tbody> </table>	Time	Message Type	Message	3:38:35 PM	Informational	Farmers Market Information for '2024 was saved successfully.	3:38:34 PM	Informational	L30C13- No FM contact e-mail address on file.	3:38:34 PM	Informational	L30C12- No FM contact e-mail address on file.	3:38:34 PM	Informational	L30C11- No FM contact e-mail address on file.
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