



# 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
<p>Follow these Cascades Steps for the screens impacted by the FMNP.</p>	<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>

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Steps	Cascades Screen
<b>Farmers Market Funding Allocations</b>	Take these steps to view the clinic's remaining FMNP funds throughout the season.
<ol style="list-style-type: none"> <li>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> </li> </ol>	

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2. Check available funds:
  - This is the screen clinic staff view to see the available FMNP funds for the clinic.
  - Check this screen to see if the clinic has funds in the **Balance \$** column to issue to participants.

Fiscal Year  
Calendar 2024

Local Agency or Clinic Definition

Select Location to Add Local Agency Clinic

Local Agency Clinic L01 - Adams County Health Dept Add

Farmers Market Funding Allocations

Local Agency	Clinic	Issued \$	Balance \$	Max \$	Start Date	End Date
L01C01 - Adams CHD-Othello		\$180.00	\$30.00	\$210.00	1/9/2024	10/31/2024

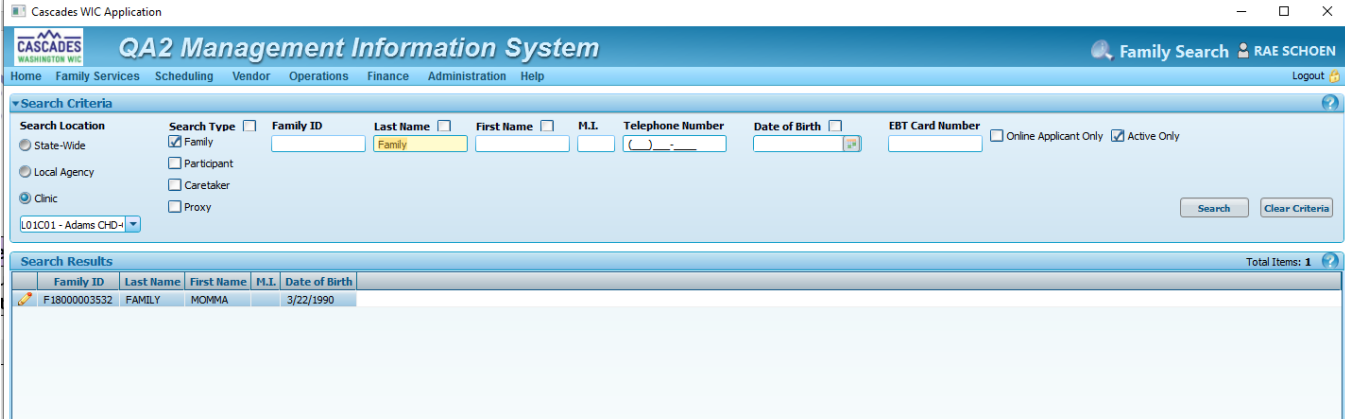
Total Allocation \$210.00

**Note:** We are using made up numbers for this example. FMNP allocations are based on approximately 30 - 40% of the agency's eligible caseload.




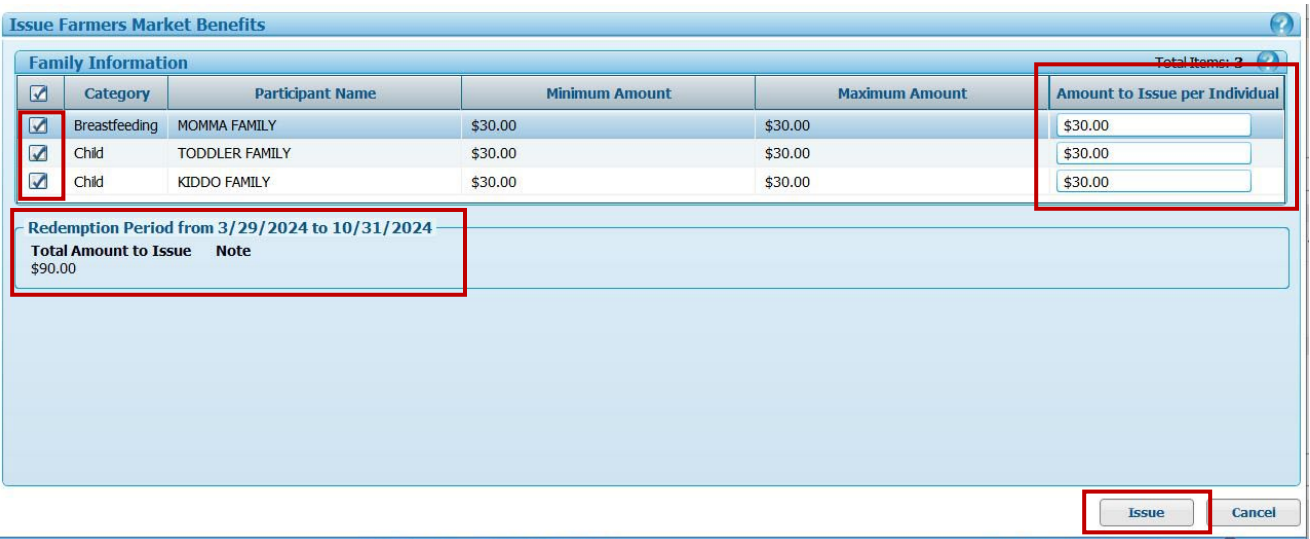
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Issue FM Food Instruments	Take these steps to issue FM benefits to the participant(s).										
1. Find the family in Cascades.	 <p>The screenshot shows the 'Cascades WIC Application' interface. The title bar reads 'Cascades WIC Application' and the main header is 'QA2 Management Information System'. The user is logged in as 'RAE SCHOEN'. The 'Search Criteria' section includes:         <ul style="list-style-type: none"> <li>Search Location: Clinic (selected)</li> <li>Search Type: Family (checked)</li> <li>Family ID: [empty]</li> <li>Last Name: Family</li> <li>First Name: [empty]</li> <li>M.I.: [empty]</li> <li>Telephone Number: [empty]</li> <li>Date of Birth: [empty]</li> <li>EBT Card Number: [empty]</li> <li>Online Applicant Only: [unchecked]</li> <li>Active Only: [checked]</li> </ul>         The 'Search Results' table shows one result:         <table border="1"> <thead> <tr> <th>Family ID</th> <th>Last Name</th> <th>First Name</th> <th>M.I.</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td>F1800003532</td> <td>FAMILY</td> <td>MOMMA</td> <td></td> <td>3/22/1990</td> </tr> </tbody> </table> </p>	Family ID	Last Name	First Name	M.I.	Date of Birth	F1800003532	FAMILY	MOMMA		3/22/1990
Family ID	Last Name	First Name	M.I.	Date of Birth							
F1800003532	FAMILY	MOMMA		3/22/1990							
2. Provide QR Code to participant.	<p><b>QR code options:</b> WIC cards with QR codes printed on them can be issued to new participants or participants who need a replacement card, find their QR code on the WICShopper App or call Cascades Support for assistance.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>If an active participant had their card replaced, the WIC Shopper App will automatically update with the QR code.</li> </ul>										

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<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>	 <p>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>																				
<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>	 <table border="1"> <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"/> Breastfeeding</td> <td>MOMMA FAMILY</td> <td>\$30.00</td> <td>\$30.00</td> <td>\$30.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Child</td> <td>TODDLER FAMILY</td> <td>\$30.00</td> <td>\$30.00</td> <td>\$30.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Child</td> <td>KIDDO FAMILY</td> <td>\$30.00</td> <td>\$30.00</td> <td>\$30.00</td> </tr> </tbody> </table> <p>Redemption Period from 3/29/2024 to 10/31/2024  <b>Total Amount to Issue</b> Note          \$90.00</p>	Category	Participant Name	Minimum Amount	Maximum Amount	Amount to Issue per Individual	<input checked="" type="checkbox"/> Breastfeeding	MOMMA FAMILY	\$30.00	\$30.00	\$30.00	<input checked="" type="checkbox"/> Child	TODDLER FAMILY	\$30.00	\$30.00	\$30.00	<input checked="" type="checkbox"/> Child	KIDDO FAMILY	\$30.00	\$30.00	\$30.00
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<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 6/1/2024.</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>

<b>FM Food Instrument List</b>	Take these steps to VOID FMNP if participant hasn't used their \$30.00.
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<p>1. Select a <b>Search Criteria</b>: Exact, Range or All.</p> <p>2. Press the <b>Search</b> button.</p>	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> </div> <div style="flex: 2; padding-left: 10px;"> <p><b>Note:</b> By selecting <b>All</b>, all FMNP issuance will show, including previous years. 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> </div> </div>																																								
<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>	<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 10%;">Serial #</th> <th style="width: 15%;">First Date to Spen</th> <th style="width: 15%;">Last Date to Spen</th> <th style="width: 10%;">Status</th> <th style="width: 10%;">Redeemed</th> <th style="width: 10%;">Returned</th> <th style="width: 10%;">Issue Date</th> <th style="width: 10%;">Voided Date</th> <th style="width: 10%;">Void Reason</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>8164366</td> <td>3/29/2024</td> <td>10/31/2024</td> <td>Issued</td> <td>\$0.00</td> <td>\$0.00</td> <td>3/29/2024</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>8164367</td> <td>3/29/2024</td> <td>10/31/2024</td> <td>Issued</td> <td>\$0.00</td> <td>\$0.00</td> <td>3/29/2024</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>8164368</td> <td>3/29/2024</td> <td>10/31/2024</td> <td>Issued</td> <td>\$0.00</td> <td>\$0.00</td> <td>3/29/2024</td> <td></td> <td></td> </tr> </tbody> </table>		Serial #	First Date to Spen	Last Date to Spen	Status	Redeemed	Returned	Issue Date	Voided Date	Void Reason	<input type="checkbox"/>	8164366	3/29/2024	10/31/2024	Issued	\$0.00	\$0.00	3/29/2024			<input type="checkbox"/>	8164367	3/29/2024	10/31/2024	Issued	\$0.00	\$0.00	3/29/2024			<input type="checkbox"/>	8164368	3/29/2024	10/31/2024	Issued	\$0.00	\$0.00	3/29/2024		
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<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 \$30.00 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>The screenshot shows the 'Food Instrument Details' window with the following data:</p> <table border="1"> <thead> <tr> <th colspan="3">FI General Information</th> <th colspan="2">Clinic and Local Agency Information</th> </tr> </thead> <tbody> <tr> <td>Serial #</td> <td>Family ID</td> <td>Parent Guardian 1 Name</td> <td>Clinic ID</td> <td>Clinic Name</td> </tr> <tr> <td>8164366</td> <td>F18000003532</td> <td>MOMMA FAMILY</td> <td>1</td> <td>L01C01 - Adams CHD-Othello</td> </tr> <tr> <td>Participant Last Name</td> <td>Participant First Name</td> <td></td> <td>Local Agency ID</td> <td>Local Agency Name</td> </tr> <tr> <td>FAMILY</td> <td>MOMMA</td> <td></td> <td>1</td> <td>L01 - Adams County Health Dept</td> </tr> <tr> <td>Valid First Date to Spend</td> <td>Valid Last Date to Spend</td> <td></td> <td colspan="2">FI Status History</td> </tr> <tr> <td>3/29/2024</td> <td>10/31/2024</td> <td></td> <td>Status</td> <td>Void Date</td> </tr> <tr> <td>Paid Date</td> <td>Paid Amount</td> <td>Presentment Amount</td> <td>Issued</td> <td>Void Reason</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <th colspan="3">Farmers Market Information</th> <th colspan="2">Signature Information</th> </tr> <tr> <td>Farmers Market ID</td> <td colspan="2">Farmer ID</td> <td colspan="2">Signed by: rxshoen</td> </tr> <tr> <td>Farmers Market Name</td> <td colspan="2">Farmer Name</td> <td colspan="2" rowspan="2"> </td> </tr> <tr> <td></td> <td colspan="2"></td> </tr> <tr> <th colspan="3">Food Items</th> <td colspan="2"></td> </tr> <tr> <td>Subcategory</td> <td>Quantity</td> <td>Unit of Measure</td> <td colspan="2"></td> </tr> <tr> <td>Farmers Market Benefits</td> <td>\$30.00</td> <td>\$\$\$\$</td> <td colspan="2"></td> </tr> </tbody> </table> <p>Buttons: <b>Void this FI</b> (highlighted), <b>Cancel</b></p>	FI General Information			Clinic and Local Agency Information		Serial #	Family ID	Parent Guardian 1 Name	Clinic ID	Clinic Name	8164366	F18000003532	MOMMA FAMILY	1	L01C01 - Adams CHD-Othello	Participant Last Name	Participant First Name		Local Agency ID	Local Agency Name	FAMILY	MOMMA		1	L01 - Adams County Health Dept	Valid First Date to Spend	Valid Last Date to Spend		FI Status History		3/29/2024	10/31/2024		Status	Void Date	Paid Date	Paid Amount	Presentment Amount	Issued	Void Reason						Farmers Market Information			Signature Information		Farmers Market ID	Farmer ID		Signed by: rxshoen		Farmers Market Name	Farmer Name							Food Items					Subcategory	Quantity	Unit of Measure			Farmers Market Benefits	\$30.00	\$\$\$\$		
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<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>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Serial #</th> <th>First Date to Spen</th> <th>Last Date to Spen</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>8164366</td> <td>3/29/2024</td> <td>10/31/2024</td> <td>Issued</td> <td>\$0.00</td> <td>\$0.00</td> <td>3/29/2024</td> <td></td> <td></td> </tr> <tr> <td>8164367</td> <td>3/29/2024</td> <td>10/31/2024</td> <td>Issued</td> <td>\$0.00</td> <td>\$0.00</td> <td>3/29/2024</td> <td></td> <td></td> </tr> <tr> <td>8164368</td> <td>3/29/2024</td> <td>10/31/2024</td> <td>Issued</td> <td>\$0.00</td> <td>\$0.00</td> <td>3/29/2024</td> <td></td> <td></td> </tr> </tbody> </table> <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>	Serial #	First Date to Spen	Last Date to Spen	Status	Redeemed	Returned	Issue Date	Voided Date	Void Reason	8164366	3/29/2024	10/31/2024	Issued	\$0.00	\$0.00	3/29/2024			8164367	3/29/2024	10/31/2024	Issued	\$0.00	\$0.00	3/29/2024			8164368	3/29/2024	10/31/2024	Issued	\$0.00	\$0.00	3/29/2024		
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<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>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Confirm Action</b></p> <p><b>Farmers Market FIs to be Voided</b> Total Items: 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Serial #</th> </tr> </thead> <tbody> <tr> <td>8164366</td> </tr> </tbody> </table> <p><b>Reason</b> ★</p> <p>Client Moved/Returned</p> <p style="text-align: right;">Void Cancel</p> </div>	Serial #	8164366																																		
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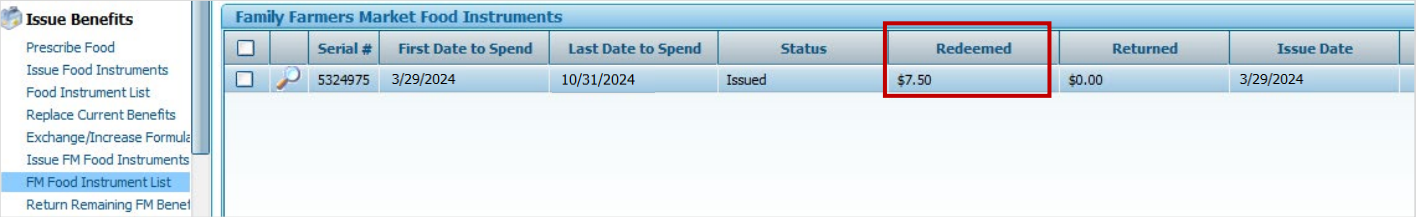

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8. See the <b>Voided Date</b> and <b>Void Reason</b> .	 <table border="1"><caption>Family Farmers Market Food Instruments</caption><thead><tr><th>Serial #</th><th>First Date to Spen</th><th>Last Date to Spen</th><th>Status</th><th>Redeemed</th><th>Returned</th><th>Issue Date</th><th>Voided Date</th><th>Void Reason</th></tr></thead><tbody><tr><td>8164366</td><td>3/29/2024</td><td>10/31/2024</td><td>Voided</td><td>N/A</td><td>N/A</td><td>3/29/2024</td><td>3/29/2024</td><td>Client Moved/Return</td></tr><tr><td>8164367</td><td>3/29/2024</td><td>10/31/2024</td><td>Issued</td><td>\$0.00</td><td>\$0.00</td><td>3/29/2024</td><td></td><td></td></tr><tr><td>8164368</td><td>3/29/2024</td><td>10/31/2024</td><td>Issued</td><td>\$0.00</td><td>\$0.00</td><td>3/29/2024</td><td></td><td></td></tr></tbody></table>	Serial #	First Date to Spen	Last Date to Spen	Status	Redeemed	Returned	Issue Date	Voided Date	Void Reason	8164366	3/29/2024	10/31/2024	Voided	N/A	N/A	3/29/2024	3/29/2024	Client Moved/Return	8164367	3/29/2024	10/31/2024	Issued	\$0.00	\$0.00	3/29/2024			8164368	3/29/2024	10/31/2024	Issued	\$0.00	\$0.00	3/29/2024		
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	<p><b>Note:</b> When a participant has had their \$30.00 voided, the benefits can be reissued (If the family hasn't already been issued \$90.00 in the meantime). This participant will have a check in the box (left) and the \$30.00 is not grayed out.</p>																																				




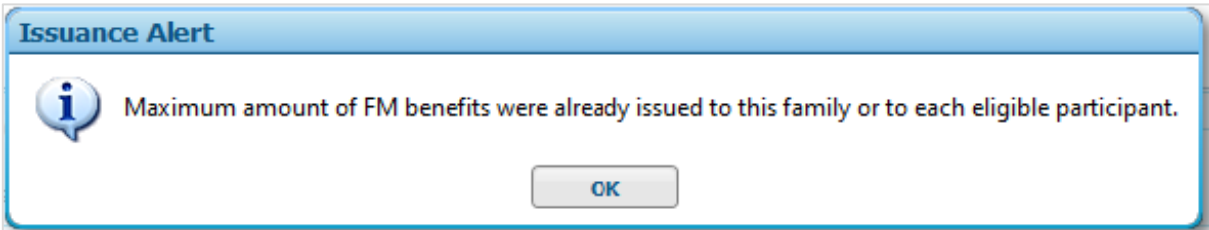

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<p><b>Return Remaining FM Benefits</b></p>	<p>Take these steps if the participant hasn't used all their FM benefits and wants to return what benefits remain.</p> <ul style="list-style-type: none"> <li>Once you return the remaining partial benefits, 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 (\$30.00) are still available. Use the Food Instrument List screen to VOID full benefits.</li> </ul>
<p><b>Steps Cascades Screen</b></p>	
<p>1. View the benefits the participant has used (redeemed) of their \$30.00 on the <b>FM Food Instrument List</b>.</p>	 <p><b>Note:</b> The First Date to Spend and Last Date to Spend are reflecting the previous 2023 FMNP season – for the 2024 FMNP you will see 6/01/2024 – 10/31/2024.</p>
<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><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> <p><b>Note:</b> If the full benefit amount has been redeemed, the participant won't be listed.</p>

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## FMNP and Related Cascades Screens

Steps	Cascades Screen																				
3. Select <b>Save</b> (bottom right corner of screen).	 <p>Family Farmers Market Food Instruments <span style="float: right;">Total Items: 1</span></p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <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> <th>Voided Date</th> <th>Void Reason</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>5324975</td> <td>3/29/2024</td> <td>10/31/2024</td> <td>Issued</td> <td>\$7.50</td> <td>\$20.50</td> <td>3/29/2024</td> <td></td> <td></td> </tr> </tbody> </table> <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>	<input type="checkbox"/>	Serial #	First Date to Spend	Last Date to Spend	Status	Redeemed	Returned	Issue Date	Voided Date	Void Reason	<input type="checkbox"/>	5324975	3/29/2024	10/31/2024	Issued	\$7.50	\$20.50	3/29/2024		
<input type="checkbox"/>	Serial #	First Date to Spend	Last Date to Spend	Status	Redeemed	Returned	Issue Date	Voided Date	Void Reason												
<input type="checkbox"/>	5324975	3/29/2024	10/31/2024	Issued	\$7.50	\$20.50	3/29/2024														
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><b>Issuance Alert</b></p> <p> Maximum amount of FM benefits were already issued to this family or to each eligible participant.</p> <p style="text-align: center;"><input type="button" value="OK"/></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>Select the Pencil to open the file. Have the Participant sign or Sign "RBI".</p>	

# Cascades Steps

## FMNP and Related Cascades Screens

<p><b>Journal of Transactions (JOT)</b></p>	<p>Take these steps to view the Journal of Transaction and the transaction detail.</p>																				
<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>The screenshot shows the 'Journal of Transactions' screen in the Cascades WIC Application. The 'Select Activity' dropdown is set to 'FM Food Instrument Issuance'. The 'Transaction History' table shows three entries for 'FM Food Instrument Issuance' on 3/29/2024 for MOMMA FAMILY, TODDLER FAMILY, and KIDDO FAMILY. The 'FM Food Instrument Issuance Transaction Detail' link is highlighted.</p> <table border="1"> <thead> <tr> <th>Occurrence Date</th> <th>Activity Description</th> <th>Participant Name</th> <th>Staff Name Modified</th> <th>Staff Name Created</th> </tr> </thead> <tbody> <tr> <td>3/29/2024</td> <td>FM Food Instrument Issuance</td> <td>MOMMA FAMILY</td> <td>SCHOEN RAE</td> <td>SCHOEN RAE</td> </tr> <tr> <td>3/29/2024</td> <td>FM Food Instrument Issuance</td> <td>TODDLER FAMILY</td> <td>SCHOEN RAE</td> <td>SCHOEN RAE</td> </tr> <tr> <td>3/29/2024</td> <td>FM Food Instrument Issuance</td> <td>KIDDO FAMILY</td> <td>SCHOEN RAE</td> <td>SCHOEN RAE</td> </tr> </tbody> </table>	Occurrence Date	Activity Description	Participant Name	Staff Name Modified	Staff Name Created	3/29/2024	FM Food Instrument Issuance	MOMMA FAMILY	SCHOEN RAE	SCHOEN RAE	3/29/2024	FM Food Instrument Issuance	TODDLER FAMILY	SCHOEN RAE	SCHOEN RAE	3/29/2024	FM Food Instrument Issuance	KIDDO FAMILY	SCHOEN RAE	SCHOEN RAE
Occurrence Date	Activity Description	Participant Name	Staff Name Modified	Staff Name Created																	
3/29/2024	FM Food Instrument Issuance	MOMMA FAMILY	SCHOEN RAE	SCHOEN RAE																	
3/29/2024	FM Food Instrument Issuance	TODDLER FAMILY	SCHOEN RAE	SCHOEN RAE																	
3/29/2024	FM Food Instrument Issuance	KIDDO FAMILY	SCHOEN RAE	SCHOEN RAE																	
<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>	
<p>Select <b>EBT Activity History</b> in the Quick Links.</p>		
<b>Notes:</b>		
<p><b>Food Instrument List</b>, open <b>Shopping List</b></p>	<p>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.</p>	



## Cascades Steps FMNP and Related Cascades Screens

<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 \$30.00 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 the Care Plan – Nutrition Education.</li> </ol>	<div data-bbox="667 516 2016 662" style="border: 1px solid #0070C0; background-color: #D9E1F2; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>Nutrition Assessments</b></p> <p>FMNP-NE: Issued FM benefits to Momma, Juniper, Caleb; \$90. Discussed using benefits at market. Suggested trying “magic” string beans with kids. Purple beans turn green when cooked. Discussed prep and storing. Momma plans to go to market Saturday. Excited to try beans with kids. Wants to learn how to make freezer jam at next appt.</p> </div> <div data-bbox="667 708 1915 850" style="background-color: #0070C0; color: white; padding: 10px; text-align: center; border-radius: 10px; margin-top: 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

Best Practice: Add Family Alerts.

Create a Family Alert to document FM benefits were issued.

Click on Family Alerts in the Certification Quick Links.

1. Click the “Add” button. The “Maintain Alerts” window pops up.
  2. Select “Free Form” and title the alert “FM”.
  3. Add note in Alert Text.
  4. Put an end date of 10/31/2024.
- Click the “Save” button to save alert.

Optional

- Quickly identifies the individual or family who received FM benefits.
- Reminds staff to check in with the participant to see how it’s going at the market.
- Staff can encourage the participant to use all the benefits before the season is over.



# 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>
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