

☺ Job Aid: Voiding Food Instruments

Chapter 5: Food Instruments

Section: Food Instruments

Lesson: Void Issued FIs (including Lost and Stolen FIs)

ACTION	PROCESS
<p>Voiding & replacing an FI with <u>exact</u> foods or formula</p>	<p><u>On the “Void Issued FIs” screen</u></p> <ul style="list-style-type: none"> ✘ Retrieve the FIs to be voided ✘ Select Void Reason ✘ Click “Void FIs” button ✘ Click “Issue Same FP” button ✘ Print New FIs
<p>Voiding & replacing full modules with <u>new</u> foods or formula</p>	<p><u>On the “Void Issued FIs” screen</u></p> <ul style="list-style-type: none"> ✘ Retrieve the FIs in the module to be voided (look at the module code column) ✘ Select Void Reason for all the FIs in the module ✘ Click “Void FIs” button ✘ Fast path to “Certification; Food Package Assignment” tab <p><u>On the “Food Package Assignment” tab</u></p> <ul style="list-style-type: none"> ✘ Make sure all the vouchers in the module were voided – Module status should read “V” ✘ Insert a new row ✘ Date the new row (Use today’s date for the current month, and the first of the month for future months) ✘ Insert and date a new row for each month the module was voided. ✘ Select the new module for each row. ✘ Update any future rows by forecasting from the first unprinted row or selecting new modules. ✘ Save ✘ Go to “Family Summary Screen” to print

ACTION	PROCESS
<p>Voiding & replacing modules with <u>new</u> foods or formula when FIs have been used</p>	<p><u>On the “Void Issued FIs” screen</u></p> <ul style="list-style-type: none"> ✘ Retrieve the FIs to be voided ✘ Select Void Reason ✘ Click “Void FIs” button ✘ Fast path to “Certification; Food Package Assignment Tab” <p><u>On the “Food Package Assignment” tab</u></p> <ul style="list-style-type: none"> ✘ The current month module status will be “Vi” which indicates not all vouchers in the module were voided. ✘ Insert a new row ✘ Date the row with today’s date. ✘ Select the module which includes foods in the amount closest to the amount in the unused FIs without exceeding the max allowed. ✘ If any future month modules were voided, insert and date a new row for each month the module was voided. ✘ Select the new module for each row. ✘ Update any future rows by forecasting from the first unprinted row or selecting new modules. ✘ Save ✘ Go to “Family Summary Screen” to print
<p>Void and reissue FIs reported lost or stolen</p>	<p><u>On the “Void Issued FIs” screen</u></p> <ul style="list-style-type: none"> ✘ Retrieve the FIs to be voided ✘ Select “Lost or Stolen” as Void Reason ✘ Click “Void FIs” button ✘ Click “Issue Same FP” button ✘ Print FIs ✘ Click yes on the pop-up asking to print a Lost/Stolen Report for client’s signature.

ACTION	PROCESS
<p>Formula exchange (participant brings in cans of formula to exchange for vouchers for new formula)</p>	<p><u>On the “Void Issued FIs” screen</u></p> <ul style="list-style-type: none"> ✘ Retrieve the FIs to be voided ✘ Identify a paid voucher for the current month that matches the formula type being exchanged and contains at least the number of cans being exchanged. ✘ Select the “Formula Exchange” void reason. ✘ Select the number of cans being returned. ✘ Click “Void FIs” button ✘ Select and void future printed months using the normal process. ✘ Fast path to “Certification; Food Package Assignment” tab <p><u>On the “Food Package Assignment” tab</u></p> <ul style="list-style-type: none"> ✘ Insert a new row and date with today’s date. ✘ Select a formula module with the appropriate number of containers of the new formula. (The number of containers may be different than those exchanged as different formulas have different reconstitution amounts. Check with your WIC nutritionist or call your state nutrition consultant if you are unsure of the number of cans to issue.) ✘ If any future month modules were voided, insert and date a new row for each month the module was voided. ✘ Select the new module for each row. ✘ Update any future rows by forecasting from the first unprinted row or selecting new modules. ✘ Save ✘ Go to “Family Summary Screen” to print