

TWIST Job Aid

Steps to assign food package for a participant who is pregnant and breastfeeding

There are specific steps to assign food packages for participants who have a new pregnancy and continue to breastfeed an infant up to 12 months of age. Follow these steps to assign the correct food package only when a participant is fully or mostly breastfeeding and pregnant.

The participant will receive the Full Breastfeeding Food Package (WE) until the breastfeeding infant turns 1 year. The WIC data system will automatically update the pregnant participant's food package at that time.

TWIST steps

1. Go to Enrollment/Intake
2. Click on Change Transaction Type button
 - Choose Reinstate
3. Change the participant category to Woman, Pregnant
4. Enter the EDD (Expected Delivery Date)
5. Complete Income Eligibility
6. Go to Certification, Woman
7. Complete all certification tabs
 - Assign [Risk 338: Pregnant Woman Currently Breastfeeding](#)
 - Assign [Risk 332: Closely Spaced Pregnancies](#)
8. Click the WP + BF box on the Food Package Assignment screen.

The screenshot displays the 'Food Package Assignment' screen in the TWIST system. At the top, there are fields for WIC ID, Name, DOB, WIC Cat, and Tr.Type. Below these are tabs for Medical Data, Health History, Diet Assessment, NE Plan, Progress Notes, BF Tracking, and Food Package Assignment. The Food Package Assignment tab is active, showing a table with the following columns: FP Start Date, WIC Category, Module A, Qty A, Unit A, Module B, Module C, Qty C, Unit C, Med Doc, Partial, and Status. The table contains several rows of data, including dates like 12/01/2025, 04/01/2025, 03/14/2025, 03/01/2025, 02/01/2025, 01/01/2025, 12/01/2024, and 11/01/2024, with corresponding WIC Categories (WP, WE) and food packages (ML-C-Y, WE-J64). At the bottom of the screen, there are buttons for Modify, FR and FX, Med. Doc. Info, Forecast, Row Summary, FPA History, Special Client, Twins or More, WP+BF (checked), Enrollment, Family Summary Screen, Immunizations Status, Change Transaction Type, and Determine Eligibility. A red callout box points to the WP+BF checkbox, stating: 'This box must be checked to assign the correct food package'.

9. **Save.**

- Food quantities will change to the appropriate amounts for the new category

10. Document in **Progress Notes** of the infant's record the enrolled parent is pregnant and breastfeeding. A change in breastfeeding status to some or non-breastfeeding for the infant requires a change in food package for the parent.

TWIST will automatically update the pregnant participant's food package to the Pregnant food package when the Infant turns 1 year old.