

## ☺ Job Aid: Farm Direct Check Issuance

### Chapter 3: Client Processes

#### Section 10: Farm Direct Nutrition Program (Farmers' Market)

#### Lesson: Farmers' Market Coupon Issuance

##### ***Issuing Checks With a TWIST Connection – via Class***

Follow these steps when issuing Farm Direct checks during a class at a main clinic or laptop clinic.

- 1) On the Group Education (GE) screen, mark clients as “Show” or “No Show.” **Save.**
  - 2) Click the “Farmers Market Issuance” button to go to the Farmers Market (FM) Issuance screen.
  - 3) When accessing this screen from the GE screen, you will see a pop-up asking, “Do you want to populate the Farmers Market Issuance screen with the passed WIC Ids?” Click “Yes” to automatically generate an issuance list from the class list. Click “No” to add the names manually.
  - 4) On the FM Issuance screen, add and delete clients using the “+ / -” icons until you have the list of clients to whom you will issue checks. (You can make changes to the FM Issuance screen up until you save!)
  - 5) Populate the FM Issuance screen with the coupon numbers you plan to issue. Remember: coupons are issued in groups of 5. The beginning coupon number will always end in a one (1) or a six (6); the ending coupon number will always end in a zero (0) or a five (5).
  - 6) Print the issuance list by clicking on the “Print Issuance List” button. (You can re-print the issuance list if you need to add or delete clients.)
  - 7) Distribute checks to clients according to the ranges on the FM Issuance List.
  - 8) Obtain recipient signature on either the FM Issuance List or check register.
  - 9) Save **only after** you have **completed** work on the FM Issuance screen!
- ✓ If a client shows after saving and exiting the FM Issuance screen, highlight the client in the class list and then fast path to individual FM Issuance screen via GE screen and have the client sign either the FM Issuance List or check register.
  - ✓ If a client no-shows but you have already saved the FM Issuance screen, then call App Support to make a request to un-do the issuance. Try to avoid this!

## **Issuing Checks With a TWIST Connection – via Individual Appt**

Follow these steps when issuing Farm Direct checks to an individual at a main clinic or laptop clinic.

- 1) Access the FM Issuance screen via the button on the Family Summary Screen (FSS), via Fast Path from Certification or the GE screen, or choose the drop down from the Client Processes menu.
- 2) Add additional family members to the issuance list as necessary.
- 3) Make sure to check the “Orientation Given” box for each recipient.
- 4) Click the “Print Issuance List” button to print the FM issuance list.
- 5) Save your work.
- 6) Obtain recipient signature on either the FM Issuance List or check register.

## **Issuing Checks Without a TWIST Connection**

Follow these steps when issuing Farm Direct checks away from the clinic (i.e., at a class at a farmers’ market) or satellite clinic with out a laptop connection.

- 1) Print the FM Client Eligibility Report prior to class.
- 2) As clients show, use the printed report to verify who is eligible to receive checks.
- 3) Distribute checks to eligible clients.
- 4) Obtain recipient signature on check register.
- 5) Enter issuance data from check registers within **twenty-four hours of class!**

## **Farmers Market Reports**

### *Farmers Market Client Eligibility report*

- Run this report if you want an “attendance list” (clients scheduled into the class) prior to the class. This list does not reflect “shows” only.

### *WIC Participants Receiving Farmers Market Coupons report*

- Run this report if you want a final list of who received which range of checks. This report lists only checks that have been issued in TWIST.

## **Farmers Market Coupon Lookup**

By default, data shown in the Family Issuance Details button on the FM Issuance screen only shows current year information. You can access previous year FM Issuance information by selecting a different year from the “Year” dropdown or on the FM Coupon Lookup screen.

(Vendor Management ⇔ Farmers Market ⇔ Lookup)