

Chapter 3: Client Processes

Section 11: Family Summary Screen

Lesson: Benefits List

Objectives:

Upon completion of this lesson the user will be able to:

- print a current Benefits List; and
- describe what benefits are shown on the list.

Oregon Policies:

- ◆ 769 WIC Food Packages, Appendix C

Other Resources:

Staff Training: Food Package Module

Overview:

After a participant is issued a food package, the Benefits List can be used to show the participant which foods are available to purchase. Benefits for all family members are grouped together. The Benefits List shows up to three months of benefits. This is the best way for the family to see future month benefits.

Instruction:**Understanding the Benefits List**

WIC Benefits List			
Benefits Available as of 07/07/2015 14:25			
WIC Family ID: 753146			
First Cardholder: No Cardholder		Second Cardholder:	
Benefits for: 7/7/2015 through 7/31/2015			
Family Member/s: Bates, Sophie A - WP Bates, Brittany A - C1			
Quantity	Unit	Food Item Description	
2	LB	Cheese	
1	DOZ	Eggs - large	
72	OZ	Cereal - hot / cold	
2	CTR	Peanut butter / dry beans / peas / lentils	
1	CTR	Dry beans, peas or lentils	
48	OZ	100% Whole wheat bread/corn tortillas/brown rice	
18	\$\$\$	Fruit and vegetables - fresh / frozen	
36	BTL	PediaSure	
3.25	GAL	Whole milk	
3.5	GAL	Lowfat or fat free milk	
3	CTR	11.5 to 12 ounce frozen juice	
2	CTR	64oz bottle / 16oz frozen juice	

Figure 1: Benefits List

WIC Benefits List: All family members' benefits will be joined together on this list.

Benefits Available as of (date and time): Shows the date and time the list was printed and the benefits available to the family at that time. Remember that these benefit amounts will change as the family makes purchases.

WIC Family ID: The WIC Family ID number. The zeros in the beginning of the number do not display.

First Cardholder: The primary person authorized to use the benefits.

Second Cardholder: The secondary person authorized to use the benefits.

Benefits for: Date range for the following group of benefits. Benefits are arranged by month, with the most recent month first.

Family Member/s: Family members (and their category) who were issued benefits for this month.

Quantity/Unit/Food Item Description: The quantity of food/formula remaining available to purchase.

Your next appointment....: Your clinic can use this to write in the family's next appointment time.

☺ See Job Aid "Helping Families Use the Benefits List."

Printing a Benefits List

There are two ways to print a Benefits List.

- During certification, it is easiest to print a Benefits List from the "Family Summary" screen after issuing benefits.
- At other times, a Benefits List can be printed as an "output."

The starting point for this lesson is:

Client Processes ⇒ Certification ⇒ Woman or Infant/Child ⇒ Family Summary Screen

1. **Click on the "Open" icon and retrieve the woman or child for whom you want to print a Benefits List.**
2. **Click the "Benefits List" button on the bottom of the "Family Summary" screen.**
 - The "Family Benefits List" pop-up will open.
3. **To change to Spanish, select the radio button.**
4. **To print the Benefits List, click the "Print" button.**
5. **Click "Close" to close the pop-up.**

Other Ways to See Current Benefits Available

There are five other ways a family can see their current benefits available to make purchases.

- Bottom of grocery store receipt
- Balance inquiry at the store
- Phone
- Website
- WICShopper smartphone app

See the *Introduction to WIC* module and shopper education materials for more information.

Tips and Shortcuts:

Remember the Benefits List is updated automatically by TWIST as benefits are issued and spent. The printed Benefits List is only a picture of the benefits available at that specific date and time.

Notes: