

Chapter 3: Client Processes

Section 5: Food Packages

Lesson: Modifying Food Packages

Objectives:

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

- use the “Modify” screen to assign different foods and quantities.

Oregon Policies:

- ◆ 655 Homeless Applicants
- ◆ 713 Breastfeeding: Use of Supplemental Formula
- ◆ 730 Bid Formula: Use and Description
- ◆ 770 Allowable Foods: Women and Children

Overview:

TWIST automatically assigns the standard food package to all participants. If a participant needs different foods, the first step is to see if a non-standard template would meet their needs. If not, the user can modify the food package to meet the participant’s individual needs.

The modify pop-up is also used to change benefits during the month if the participant has spent some benefits during the current month.

Instruction:

Modifying Food Packages

The starting point for this lesson is:

Client Processes ⇒ Certification ⇒ Infant/Child or Woman
⇒ Food Package Assignment

1. **Retrieve the participant for whom you wish to modify a food package.**
2. **Check the Module A and Module B template drop down lists for a template that meets the participant’s need.**

☺ See Job Aids “Modifying Food Packages” and “Food Packages and Template Codes”.

3. **If there is not a template to meet their needs, place the row indicator on the month to modify and click the “Modify” button to open the “Food Assignment Modify” screen.**

FP116S - Food Assignment Modify Screen

Month: August, 2015 Category: WP Special: N Twins+: N

	Module	Food Group	Quantity	Unit
▶	A	Cheese	1	lb
	[A]	Fat free or 1% milk	4.75	gal
	B	Eggs - large	1	doz
	B	Cereal - hot / cold	36	oz
	B	Peanut butter / dry beans / peas / lentils	1	ctr
	B	Dry beans, peas or lentils	1	ctr
	B	100% Whole wheat bread/corn tortillas/brown rice	16	oz
	B	Fruit and vegetables - fresh / frozen	10.00	\$\$\$
	B	11.5 to 12 ounce frozen juice	3	ctr

OK

Cancel

Insert Row

Use the Up and Down arrows on the keyboard to change the quantity by minimum increments.

Figure 1: “Food Assignment Modify” Screen

- The “Modify” screen displays the currently assigned food package for the month indicated.
 - The screen indicates which Module each food is in, the food description, quantity currently assigned, and unit of measure.
3. **To change the quantity of food, use the drop down arrows.**
 - Quantities will display in defined amounts. To increase or decrease by smaller amounts, use the up and down arrows on the keyboard.
 4. **To remove a food or formula from the food package, change the quantity to “0”.**

5. **To add a food not currently assigned, click the “Insert Row” button.**
- Only foods available to the participant’s category will display.
 - You can search for a food by typing the name into the subcategory search field at the top of the pop up.

♪ **NOTE:** In most cases, you will need to decrease the quantity of a food to replace it with a different food in the same grouping. These groupings include:

- Milks, cheese, yogurt, tofu and soy beverage.
- Peanut butter and beans.
- Juices.
- Baby food and infant fresh fruits and vegetables.

Example: To increase the quantity of evaporated milk, you must first decrease the quantity of other milks and/or cheese.

6. **Click “OK” to assign the modified food package and return to the “Food Package Assignment” screen.** Click “Cancel” to return without making changes.

- If the food package is unique, the word “modified” will display as the template name on the “Food Package Assignment” screen.
- If the quantity of food in Module B has been reduced to below the maximum, an asterisk (*) will display before the template name on the “Food Package Assignment” screen.

7. **If needed, forecast the change.**

- If the food package is unique (no template), the “modified” package cannot be forecasted. Modify the package for each future month it is needed.
- If the food package has a template, choose the correct template for the following month and forecast from that month. See *Chapter 3, Lesson 500, Assigning and Forecasting Food Packages*.

8. **Save.**

♪ **NOTE:** You must go to the “Family Summary” screen to issue the benefits. This screen is described in Chapter 3, Lesson 1100, *Family Summary Screen*.

Child Foods During the Month of the Infant's First Birthday

- When assigning food packages during the month of an infant's first birthday, the system will default to the infant food package.
- The foods can be changed to child foods if:
 - The infant is on or past their first birthday, and
 - They have not spent any of the infant food package, including fresh fruits and vegetables.
- If the infant has spent foods from the infant food package, they cannot change to the child food package. The "Change to Child Foods" button will not be available.
- **Once the child foods are assigned, they cannot be changed back to infant foods.**

♪ **NOTE:** Do you know ahead of time that the family wants child foods when the baby turns 1? It is okay to NOT issue the baby's 12th month infant benefits to help protect from spending them. Have the family call on or after the infant's first birthday - the CPA can make the change to child foods and issue the benefits over the phone.

The starting point for this lesson is:

Client Processes ⇒ Certification ⇒ Infant/Child

⇒ Food Package Assignment

1. **On or after the first year birthday, retrieve the infant for whom you wish to change to child foods.**
2. **Open the "Modify" pop-up for the month the infant turns one year and click the "Change to Child Foods" button.**

FP116S - Food Assignment Modify Screen

Month: July, 2015 Category: IN7-12 Special: N Twins+: N

Module	Food Group	Quantity	Unit
[A]	Similac Advance powder	1	can
B	Baby cereal	16	oz
B	Baby food - fruit / vegetables	64	oz

OK

Cancel

Insert Row Change to Child Foods

Use the Up and Down arrows on the keyboard to change the quantity by minimum increments.

Figure 2: “Change to Child Foods” Button

3. Click “OK” and return to the Food Package Assignment screen and choose a milk template in Module A and a food template in Module B.

4. Save.

♪ NOTE: You must go to the “Family Summary” screen to issue the benefits. This screen is described in Chapter 3, Lesson 1100, *Family Summary Screen*.

✂ Tips and Shortcuts:

📝 Notes: