Caseload Reports:
Percentage Not Receiving Benefits Report

What this report tells you:

Shows the percent of the certified caseload which was not issued benefits – this is the difference between your certified caseload and participating caseload. It show the percentage by month, for the past 12 months.

Why use this report:

A percentage ≤4% is ideal for maintaining your caseload. A lower percentage means a smaller amount of participants are without benefits. Because participants are automatically terminated after 2 months without issued benefits, it is important to reschedule their appointments and issue benefits to keep them on WIC. Use the **Participants with No Benefits Issued** register for more detailed information.

How to run this report:

Operations Management- Outputs- Caseload. Enter month and year.

When to run this report:

Run on the 2nd of each month.

How to use the *Percentage Not Receiving Benefits* Report

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