

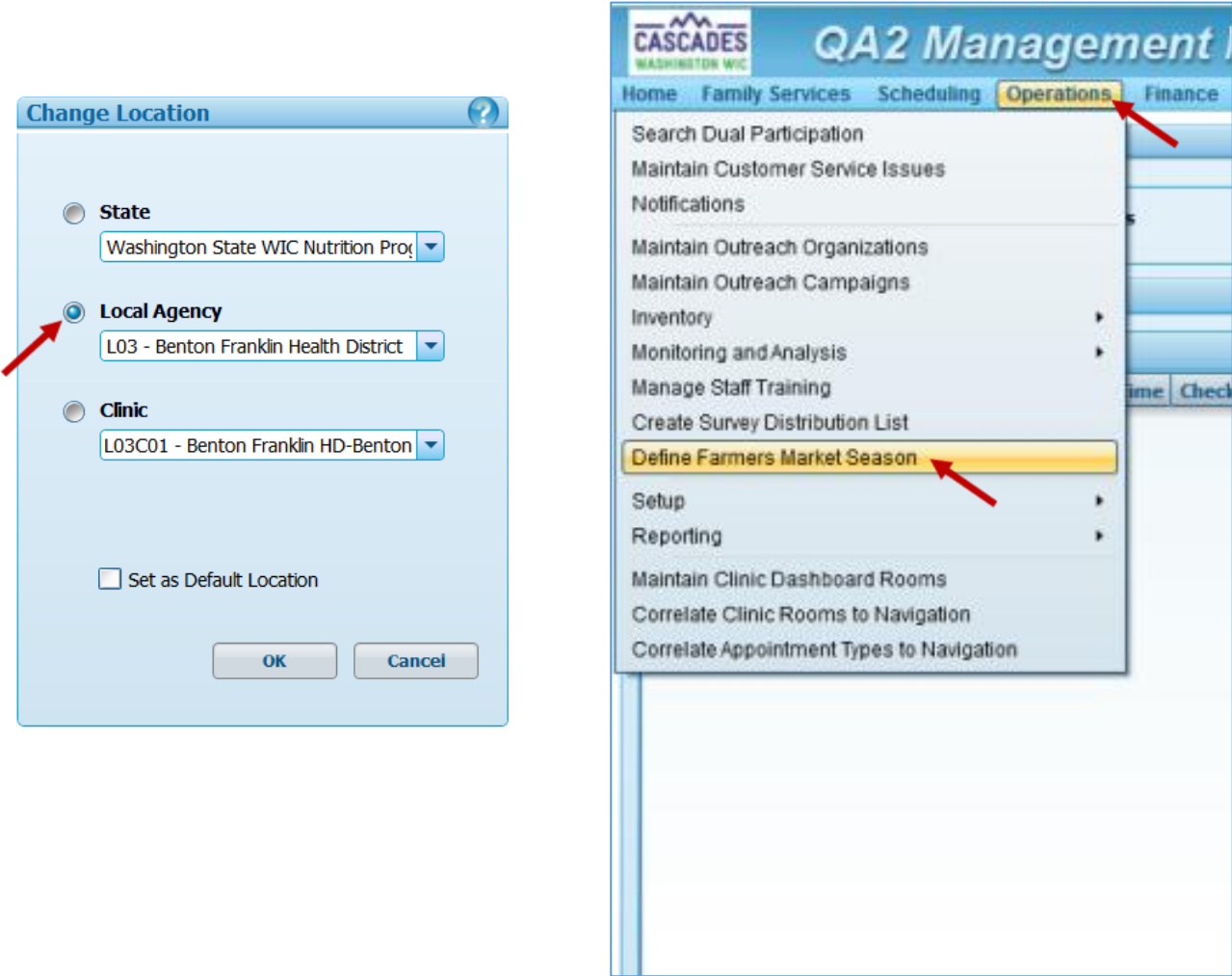


Cascades Steps



Reallocate Farmers Market Nutrition Program Funds

Local agencies can allocate Farmers Market Nutrition Program (FMNP) funds from the agency to individual clinics. Funds can also be reallocated between clinics in the same local agency. Follow these steps to reallocate FMNP funds in the same local agency.

Steps	Cascades Screen
<p>Reallocate the FMNP funds</p> <p>Step 1 Locate the Farmers Market funding screen:</p> <ul style="list-style-type: none"> Log into Cascades in the Local Agency view. Select Operations. Select Define Farmers Market Season. <p>Note: This process can't be completed in the Clinic View. If the Local Agency radio button is grayed out, your role needs to be assigned at the agency level in Cascades. Please refer to Handout A: Cascades User Account (wa.gov) for more information on adding roles in Cascades.</p>	 <p>The image shows two screenshots from the Cascades system. The left screenshot is a 'Change Location' dialog box with three radio buttons: 'State' (selected), 'Local Agency' (selected with a red arrow), and 'Clinic'. Below the radio buttons are dropdown menus for 'State' (Washington State WIC Nutrition Proj), 'Local Agency' (L03 - Benton Franklin Health District), and 'Clinic' (L03C01 - Benton Franklin HD-Benton). There is also a checkbox for 'Set as Default Location' and 'OK' and 'Cancel' buttons. The right screenshot shows the 'QA2 Management' interface with a navigation menu. The 'Operations' menu item is highlighted with a red arrow, and its dropdown menu is open, showing 'Define Farmers Market Season' highlighted with another red arrow.</p>



Cascades Steps



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<p>Step 2 Check available funds:</p> <ul style="list-style-type: none"> This is the screen that clinic staff view to see the available FMNP funds. Check this screen to see if the agency has funds in the Balance \$ column to allocate to clinics like in this example. <p>Note: We are using made up numbers for the example shown. FMNP allocations are based on approximately 30 - 40% of the agency's eligible caseload.</p>	<p>Local Agency or Clinic Definition</p> <p>Select Location to Add: Local Agency <input type="radio"/> Clinic <input checked="" type="radio"/> Local Agency: L03 - Benton Franklin Health District Clinic: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Local Agency</th> <th>Clinic</th> <th>Issued \$</th> <th>Balance \$</th> <th>Max \$</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>L03 - Benton Franklin Health District</td> <td></td> <td>\$0.00</td> <td>\$1,000.00</td> <td>\$1,000.00</td> <td>3/14/2023</td> <td>10/31/2023</td> </tr> <tr> <td></td> <td>L03C01 - Benton Franklin HD-Benton City</td> <td>\$112.00</td> <td>\$4,888.00</td> <td>\$5,000.00</td> <td>3/14/2023</td> <td>10/31/2023</td> </tr> <tr> <td></td> <td>L03C03 - Benton Franklin HD-Kennewick</td> <td>\$28.00</td> <td>\$4,972.00</td> <td>\$5,000.00</td> <td>3/14/2023</td> <td>10/31/2023</td> </tr> <tr> <td></td> <td>L03C04 - Benton Franklin HD-New Horizons High School</td> <td>\$0.00</td> <td>\$5,000.00</td> <td>\$5,000.00</td> <td>3/14/2023</td> <td>10/31/2023</td> </tr> <tr> <td></td> <td>L03C05 - Benton Franklin HD-Pasco</td> <td>\$84.00</td> <td>\$4,916.00</td> <td>\$5,000.00</td> <td>3/14/2023</td> <td>10/31/2023</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Allocation</td> <td>\$21,000.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Local Agency	Clinic	Issued \$	Balance \$	Max \$	Start Date	End Date	L03 - Benton Franklin Health District		\$0.00	\$1,000.00	\$1,000.00	3/14/2023	10/31/2023		L03C01 - Benton Franklin HD-Benton City	\$112.00	\$4,888.00	\$5,000.00	3/14/2023	10/31/2023		L03C03 - Benton Franklin HD-Kennewick	\$28.00	\$4,972.00	\$5,000.00	3/14/2023	10/31/2023		L03C04 - Benton Franklin HD-New Horizons High School	\$0.00	\$5,000.00	\$5,000.00	3/14/2023	10/31/2023		L03C05 - Benton Franklin HD-Pasco	\$84.00	\$4,916.00	\$5,000.00	3/14/2023	10/31/2023	Total Allocation			\$21,000.00			
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<p>Step 3 Select which clinic or agency to reallocate funds from:</p> <ul style="list-style-type: none"> Click the green arrow next to the clinic or agency where the funds are coming from. <p>The clinic or agency selected will have funds removed and added to another clinic(s).</p>	<p>Farmers Market Funding Allocations</p> <table border="1"> <thead> <tr> <th></th> <th>Local Agency</th> <th>Clinic</th> </tr> </thead> <tbody> <tr> <td></td> <td>L03 - Benton Franklin Health District</td> <td></td> </tr> <tr> <td></td> <td></td> <td>L03C01 - Benton Franklin HD-Benton City</td> </tr> <tr> <td></td> <td></td> <td>L03C03 - Benton Franklin HD-Kennewick</td> </tr> <tr> <td></td> <td></td> <td>L03C04 - Benton Franklin HD-New Horizons High School</td> </tr> <tr> <td></td> <td></td> <td>L03C05 - Benton Franklin HD-Pasco</td> </tr> <tr> <td colspan="2" style="text-align: right;">Tota</td> <td></td> </tr> </tbody> </table> <p>Reallocate Farmers Market Funds</p>		Local Agency	Clinic		L03 - Benton Franklin Health District				L03C01 - Benton Franklin HD-Benton City			L03C03 - Benton Franklin HD-Kennewick			L03C04 - Benton Franklin HD-New Horizons High School			L03C05 - Benton Franklin HD-Pasco	Tota																														
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Cascades Steps



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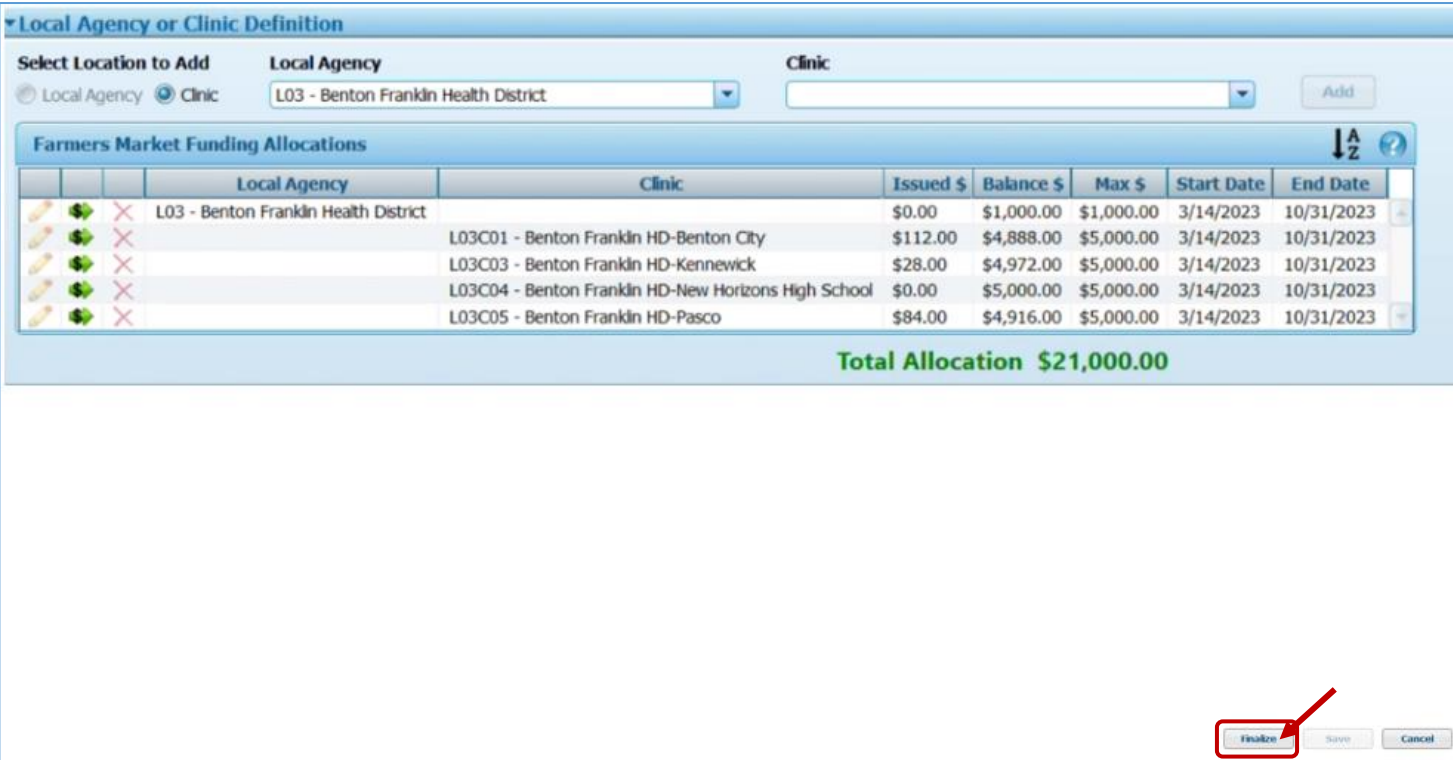
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<p>Step 4 Choose the Reallocation amount:</p> <ul style="list-style-type: none"> The Balance \$ from the clinic or agency selected will be displayed at the top of the screen under Reallocation Source. In the Reallocation Amount field, enter the amount of funds to reallocate. Choose how much funding to reallocate by adding a dollar amount to the Additional \$ fields for each clinic. Select Save. <p>Note: The Reallocation Amount can't be greater than the Balance \$ in the Reallocation Source. (See error message in example.)</p>	<p>Reallocate Farmers Market Funds</p> <p>Reallocation Source: Local Agency L03 - Benton Franklin Health District. Clinic: Clinic. Issued \$: \$0.00. Balance \$: \$500.00. Max \$: \$1,000.00.</p> <p>Reallocation Amount: \$500.00. Reallocation Balance: \$0.00.</p> <table border="1"> <thead> <tr> <th>Local Agency</th> <th>Clinic</th> <th>Issued \$</th> <th>Balance \$</th> <th>Max \$</th> <th>Additional \$</th> </tr> </thead> <tbody> <tr> <td>L03C01 - Benton Franklin HD-Benton City</td> <td></td> <td>\$112.00</td> <td>\$4,888.00</td> <td>\$5,000.00</td> <td>\$0.00</td> </tr> <tr> <td>L03C03 - Benton Franklin HD-Kennewick</td> <td></td> <td>\$28.00</td> <td>\$4,972.00</td> <td>\$5,000.00</td> <td>\$200.00</td> </tr> <tr> <td>L03C04 - Benton Franklin HD-New Horizons High School</td> <td></td> <td>\$0.00</td> <td>\$5,000.00</td> <td>\$5,000.00</td> <td>\$0.00</td> </tr> <tr> <td>L03C05 - Benton Franklin HD-Pasco</td> <td></td> <td>\$84.00</td> <td>\$4,916.00</td> <td>\$5,000.00</td> <td>\$300.00</td> </tr> </tbody> </table> <p>Buttons: Save, Cancel.</p> <hr/> <p>Reallocate Farmers Market Funds</p> <p>Reallocation Source: Local Agency L03 - Benton Franklin Health District. Clinic: Clinic. Issued \$: \$0.00. Balance \$: (\$200.00). Max \$: \$1,000.00.</p> <p>Reallocation Amount: \$1,200.00. Reallocation Balance: \$700.00.</p> <p>Error message: Enter the amount to reallocate. Reallocation Amount cannot be more than the Balance \$ in the Reallocation Source.</p> <table border="1"> <thead> <tr> <th>Local Agency</th> <th>Clinic</th> <th>Issued \$</th> <th>Balance \$</th> <th>Max \$</th> <th>Additional \$</th> </tr> </thead> <tbody> <tr> <td>L03C01 - Benton Franklin HD-Benton City</td> <td></td> <td>\$112.00</td> <td>\$4,888.00</td> <td>\$5,000.00</td> <td>\$0.00</td> </tr> <tr> <td>L03C03 - Benton Franklin HD-Kennewick</td> <td></td> <td>\$28.00</td> <td>\$4,972.00</td> <td>\$5,000.00</td> <td>\$200.00</td> </tr> <tr> <td>L03C04 - Benton Franklin HD-New Horizons High School</td> <td></td> <td>\$0.00</td> <td>\$5,000.00</td> <td>\$5,000.00</td> <td>\$0.00</td> </tr> <tr> <td>L03C05 - Benton Franklin HD-Pasco</td> <td></td> <td>\$84.00</td> <td>\$4,916.00</td> <td>\$5,000.00</td> <td>\$300.00</td> </tr> </tbody> </table> <p>Buttons: Save, Cancel.</p>	Local Agency	Clinic	Issued \$	Balance \$	Max \$	Additional \$	L03C01 - Benton Franklin HD-Benton City		\$112.00	\$4,888.00	\$5,000.00	\$0.00	L03C03 - Benton Franklin HD-Kennewick		\$28.00	\$4,972.00	\$5,000.00	\$200.00	L03C04 - Benton Franklin HD-New Horizons High School		\$0.00	\$5,000.00	\$5,000.00	\$0.00	L03C05 - Benton Franklin HD-Pasco		\$84.00	\$4,916.00	\$5,000.00	\$300.00	Local Agency	Clinic	Issued \$	Balance \$	Max \$	Additional \$	L03C01 - Benton Franklin HD-Benton City		\$112.00	\$4,888.00	\$5,000.00	\$0.00	L03C03 - Benton Franklin HD-Kennewick		\$28.00	\$4,972.00	\$5,000.00	\$200.00	L03C04 - Benton Franklin HD-New Horizons High School		\$0.00	\$5,000.00	\$5,000.00	\$0.00	L03C05 - Benton Franklin HD-Pasco		\$84.00	\$4,916.00	\$5,000.00	\$300.00
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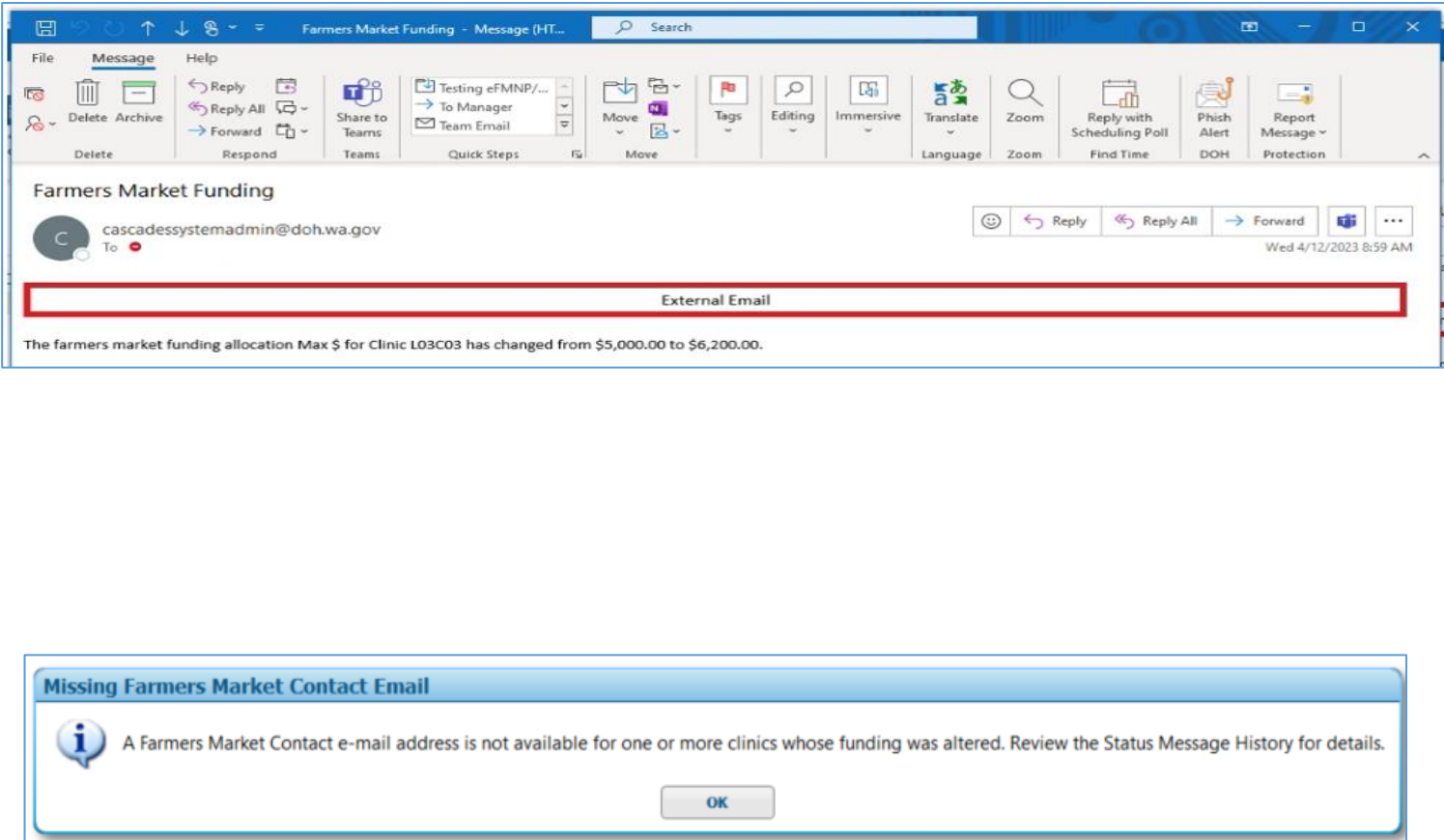
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<p>Step 5 Finish the Reallocation process:</p> <ul style="list-style-type: none">Select Finalize on the Local Agency or Clinic Definition screen to finish the reallocation process.	 <p>The screenshot shows the 'Local Agency or Clinic Definition' screen. At the top, there are dropdown menus for 'Local Agency' (set to 'L03 - Benton Franklin Health District') and 'Clinic'. Below this is a table titled 'Farmers Market Funding Allocations' with columns: Local Agency, Clinic, Issued \$, Balance \$, Max \$, Start Date, and End Date. The table lists five rows of allocations. At the bottom right of the table area, a 'Total Allocation \$21,000.00' is displayed. At the bottom of the screen, there are three buttons: 'Finalize', 'Save', and 'Cancel'. The 'Finalize' button is highlighted with a red box and a red arrow.</p> <table border="1"><thead><tr><th>Local Agency</th><th>Clinic</th><th>Issued \$</th><th>Balance \$</th><th>Max \$</th><th>Start Date</th><th>End Date</th></tr></thead><tbody><tr><td>L03 - Benton Franklin Health District</td><td></td><td>\$0.00</td><td>\$1,000.00</td><td>\$1,000.00</td><td>3/14/2023</td><td>10/31/2023</td></tr><tr><td></td><td>L03C01 - Benton Franklin HD-Benton City</td><td>\$112.00</td><td>\$4,888.00</td><td>\$5,000.00</td><td>3/14/2023</td><td>10/31/2023</td></tr><tr><td></td><td>L03C03 - Benton Franklin HD-Kennewick</td><td>\$28.00</td><td>\$4,972.00</td><td>\$5,000.00</td><td>3/14/2023</td><td>10/31/2023</td></tr><tr><td></td><td>L03C04 - Benton Franklin HD-New Horizons High School</td><td>\$0.00</td><td>\$5,000.00</td><td>\$5,000.00</td><td>3/14/2023</td><td>10/31/2023</td></tr><tr><td></td><td>L03C05 - Benton Franklin HD-Pasco</td><td>\$84.00</td><td>\$4,916.00</td><td>\$5,000.00</td><td>3/14/2023</td><td>10/31/2023</td></tr></tbody></table> <p>Total Allocation \$21,000.00</p> <p>Finalize Save Cancel</p>	Local Agency	Clinic	Issued \$	Balance \$	Max \$	Start Date	End Date	L03 - Benton Franklin Health District		\$0.00	\$1,000.00	\$1,000.00	3/14/2023	10/31/2023		L03C01 - Benton Franklin HD-Benton City	\$112.00	\$4,888.00	\$5,000.00	3/14/2023	10/31/2023		L03C03 - Benton Franklin HD-Kennewick	\$28.00	\$4,972.00	\$5,000.00	3/14/2023	10/31/2023		L03C04 - Benton Franklin HD-New Horizons High School	\$0.00	\$5,000.00	\$5,000.00	3/14/2023	10/31/2023		L03C05 - Benton Franklin HD-Pasco	\$84.00	\$4,916.00	\$5,000.00	3/14/2023	10/31/2023
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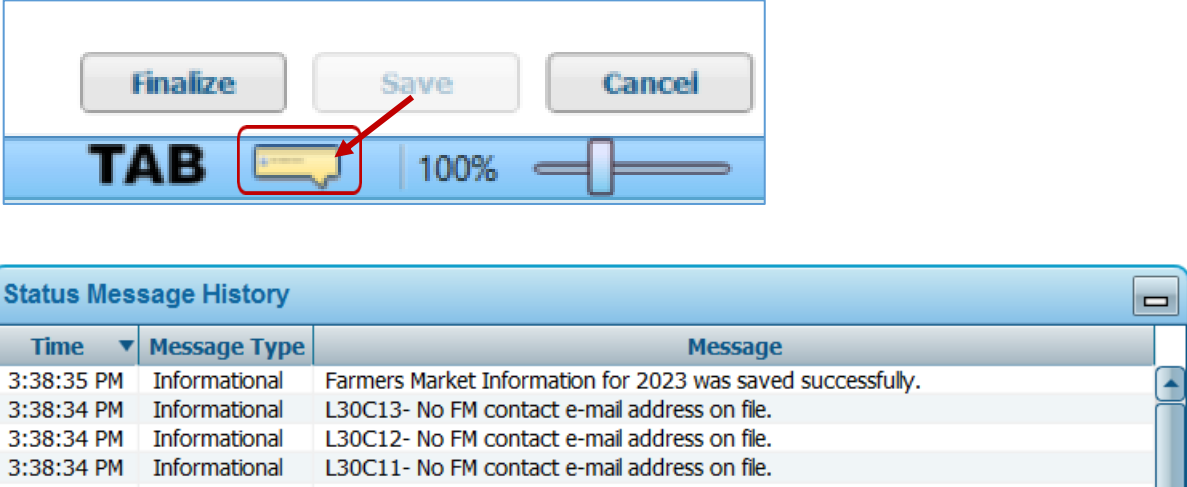
Steps	Cascades Screen
<p>Each Farmers Market Contact for the local agency and clinics affected by funding changes will receive an email to confirm the changes. The state staff will also receive an email as notice of funding changes.</p> <p>Addition Information:</p> <ul style="list-style-type: none"> • An email confirming the reallocation of funds can't be sent to a local agency or clinic without a Farmers Market Contact email. • If a contact hasn't been created, this message will appear after finalizing the reallocation of FMNP funds. • Please see Cascades Steps- Create and Update Farmers Market Contacts for more information. 	



Cascades Steps



Reallocate Farmers Market Nutrition Program Funds

Steps	Cascades Screen															
<p>The Status Message History will display the clinic number with the missing FM contact email. To view Status Message History, click the yellow message symbol in the bottom right corner of the screen.</p>	 <p>The screenshot shows a software interface with three buttons: 'Finalize', 'Save', and 'Cancel'. Below these is a blue bar with the word 'TAB' and a yellow message icon (a speech bubble with a yellow background) circled in red with an arrow pointing to it. Below the bar is a 'Status Message History' table with the following data:</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Message Type</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>3:38:35 PM</td> <td>Informational</td> <td>Farmers Market Information for 2023 was saved successfully.</td> </tr> <tr> <td>3:38:34 PM</td> <td>Informational</td> <td>L30C13- No FM contact e-mail address on file.</td> </tr> <tr> <td>3:38:34 PM</td> <td>Informational</td> <td>L30C12- No FM contact e-mail address on file.</td> </tr> <tr> <td>3:38:34 PM</td> <td>Informational</td> <td>L30C11- No FM contact e-mail address on file.</td> </tr> </tbody> </table>	Time	Message Type	Message	3:38:35 PM	Informational	Farmers Market Information for 2023 was saved successfully.	3:38:34 PM	Informational	L30C13- No FM contact e-mail address on file.	3:38:34 PM	Informational	L30C12- No FM contact e-mail address on file.	3:38:34 PM	Informational	L30C11- No FM contact e-mail address on file.
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DOH 964-026 May 2023

