

Cascades Steps – Replace Current Benefits

Important!

- This step sheet only applies to food and WIC nutritionals issued in Cascades; the instructions below cover replacing current food benefits (not formula) issued within Cascades when some current benefits have been redeemed.
 - For other situations see flowchart or below:
 - Replace current benefits when no benefits have been redeemed. Use [Cascades Steps – Replacing Future Benefits](#).
 - Replace future benefits use [Cascades Steps – Replacing Future Benefits](#).
 - Exchanging or increasing formula use the [Cascades Steps – Exchange Formula Benefits](#) or [Increase Formula Benefits](#).
- For policy, please see Cascades Policy and Procedure Manual Volume 1, [Chapter 22 Issue WIC Food Benefits](#) and [Chapter 23 WIC Foods](#).

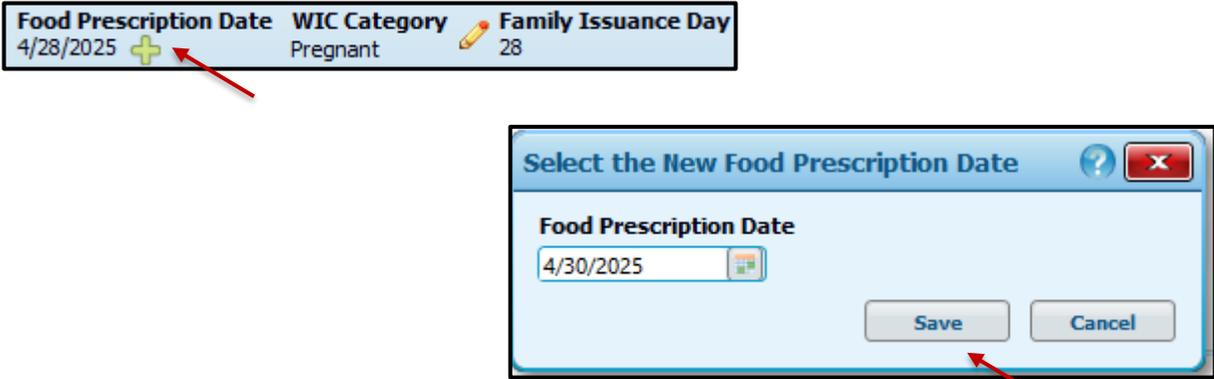
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<p>Example of some current benefits redeemed: It's April 30th. The Smith family has redeemed some of their current benefits and have come back to get tofu and soy-based beverage.</p>																									
<p>1. Identify benefits issued to date:</p> <ul style="list-style-type: none"> Select Food Instrument List. Select Search. <ul style="list-style-type: none"> Note that the Search Criteria can be modified if needed. Review results and note: <ul style="list-style-type: none"> Current benefits: <ul style="list-style-type: none"> ✓ If Redeemed; Future benefits issued. <p>You may print the Shopping List as a second assurance if benefits were spent.</p>	<p>The screenshot shows the Cascades software interface. On the left, a menu titled 'Issue Benefits' has 'Food Instrument List' selected. In the center, a 'Search Criteria' dialog box is open, showing 'From Date' as 12/1/2024 and 'To Date' as 4/28/2025, with 'Issue Date' selected as the search criteria. Below this, a larger 'Search Criteria' dialog box shows the same search parameters. At the bottom, a table titled 'Family Food Instruments' is displayed with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Serial #</th> <th>First Date to Spend</th> <th>Last Date to Spend</th> <th>Status</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>11348084</td> <td>4/28/2025</td> <td>5/27/2025</td> <td>Redeemed</td> <td>4/28/2025</td> </tr> <tr> <td><input type="checkbox"/></td> <td>11348085</td> <td>5/28/2025</td> <td>6/27/2025</td> <td>Issued</td> <td>4/28/2025</td> </tr> <tr> <td><input type="checkbox"/></td> <td>11348086</td> <td>6/28/2025</td> <td>7/27/2025</td> <td>Issued</td> <td>4/28/2025</td> </tr> </tbody> </table> <p>Red boxes and arrows in the screenshot indicate that the first row (Serial # 11348084) represents 'Current benefits' (Redeemed), and the subsequent rows (Serial # 11348085 and 11348086) represent 'Future benefits' (Issued).</p>		Serial #	First Date to Spend	Last Date to Spend	Status	Issue Date	<input type="checkbox"/>	11348084	4/28/2025	5/27/2025	Redeemed	4/28/2025	<input type="checkbox"/>	11348085	5/28/2025	6/27/2025	Issued	4/28/2025	<input type="checkbox"/>	11348086	6/28/2025	7/27/2025	Issued	4/28/2025
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<p>2. Void future benefits:</p> <ul style="list-style-type: none"> • Before replacing current benefits, void future benefits. • Check the box next to all future benefits. • Click Void Selected. • Confirm Action will appear: <ul style="list-style-type: none"> ○ Select Reason. ○ Select Void. 	<p>Search Criteria</p> <p>Exact From Date 12/1/2024 To Date 4/28/2025 Search</p> <p>Range Issue Date</p> <p>Family Food Instruments</p> <table border="1"> <thead> <tr> <th></th> <th>Serial #</th> <th>First Date to Spend</th> <th>Last Date to Spend</th> <th>Status</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>11348084</td> <td>4/28/2025</td> <td>5/27/2025</td> <td>Redeemed</td> <td>4/28/2025</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>11348085</td> <td>5/28/2025</td> <td>6/27/2025</td> <td>Issued</td> <td>4/28/2025</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>11348086</td> <td>6/28/2025</td> <td>7/27/2025</td> <td>Issued</td> <td>4/28/2025</td> </tr> </tbody> </table> <p>Buttons: Print Shopping List Void Selected Replace</p> <p>Confirm Action (Left):</p> <p>FIs to be Voided Total Items: 2</p> <table border="1"> <thead> <tr> <th>Serial #</th> </tr> </thead> <tbody> <tr> <td>11348085</td> </tr> <tr> <td>11348086</td> </tr> </tbody> </table> <p>Reason Food Prescription Change</p> <p>Reasons for Voiding</p> <ul style="list-style-type: none"> Damaged Reprinted Lost Stolen Client Moved/Returned Office Error Custody Change Food Prescription Change Force Pay Not Used - Compliance Investigation <p>Confirm Action (Right):</p> <p>FIs to be Voided Total Items: 2</p> <table border="1"> <thead> <tr> <th>Serial #</th> </tr> </thead> <tbody> <tr> <td>11348085</td> </tr> <tr> <td>11348086</td> </tr> </tbody> </table> <p>Reason Food Prescription Change</p>		Serial #	First Date to Spend	Last Date to Spend	Status	Issue Date	<input type="checkbox"/>	11348084	4/28/2025	5/27/2025	Redeemed	4/28/2025	<input checked="" type="checkbox"/>	11348085	5/28/2025	6/27/2025	Issued	4/28/2025	<input checked="" type="checkbox"/>	11348086	6/28/2025	7/27/2025	Issued	4/28/2025	Serial #	11348085	11348086	Serial #	11348085	11348086
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<p>Replace Current Benefits:</p> <p>When current food benefits need to be changed, and some benefits were redeemed, you must use the Replace Current Benefits screen to make any changes:</p> <ul style="list-style-type: none"> • Select Replace Current Benefits. • You will see the following: <ul style="list-style-type: none"> • Existing FI Details = Current benefits remaining for all family members. • Replacement FI Details = New benefits if replaced. <p>Note: At this time, foods are the same on each list.</p>	<div data-bbox="627 267 993 521"> <p>Issue Benefits</p> <ul style="list-style-type: none"> Prescribe Food Issue Food Instruments Food Instrument List Replace Current Benefits Exchange/Increase Formula </div> <div data-bbox="1008 565 1264 625"> <p>Current benefits</p> </div> <div data-bbox="1537 565 1919 625"> <p>New benefits (if replaced)</p> </div> <div data-bbox="590 711 1990 1211"> <p>Current Month Food Replacement</p> <table border="1"> <thead> <tr> <th colspan="4">Existing FI Details</th> <th colspan="2">Total Items: 9</th> </tr> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Unit of Measure</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Breakfast Cereal</td> <td>Cereal All WIC -hot /cold</td> <td>108</td> <td>Ounce</td> <td></td> <td></td> </tr> <tr> <td>Juice - 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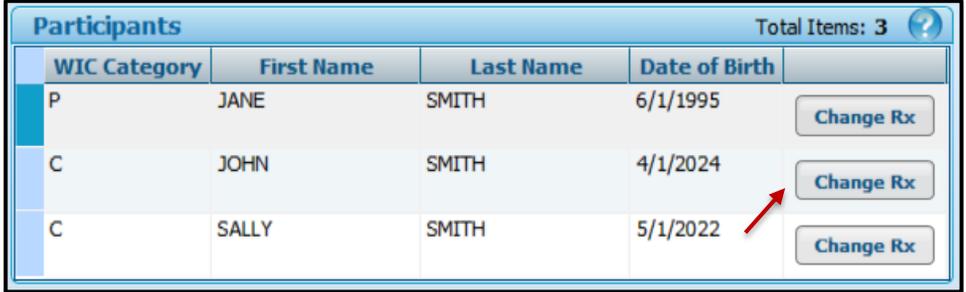
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<p>2. Change Rx:</p> <p>In the Replace Current Benefits screen, the Participants container will show each participant in the family and an option to Change Rx.</p> <ul style="list-style-type: none"> • Select Change Rx for the 1st participant who needs a change in current benefits. • In our example, we will first select Jane. • Note Cascades will take you directly to the Prescribed Foods screen for Jane. 	 <table border="1"> <caption>Participants</caption> <thead> <tr> <th>WIC Category</th> <th>First Name</th> <th>Last Name</th> <th>Date of Birth</th> <th>Change Rx</th> </tr> </thead> <tbody> <tr> <td>P</td> <td>JANE</td> <td>SMITH</td> <td>6/1/1995</td> <td><input type="button" value="Change Rx"/></td> </tr> <tr> <td>C</td> <td>JOHN</td> <td>SMITH</td> <td>4/1/2024</td> <td><input type="button" value="Change Rx"/></td> </tr> <tr> <td>C</td> <td>SALLY</td> <td>SMITH</td> <td>5/1/2022</td> <td><input type="button" value="Change Rx"/></td> </tr> </tbody> </table>	WIC Category	First Name	Last Name	Date of Birth	Change Rx	P	JANE	SMITH	6/1/1995	<input type="button" value="Change Rx"/>	C	JOHN	SMITH	4/1/2024	<input type="button" value="Change Rx"/>	C	SALLY	SMITH	5/1/2022	<input type="button" value="Change Rx"/>
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<p>3. Prescribe Food:</p> <ul style="list-style-type: none"> • Select the plus (+) Food Prescription Date. • Select Save. 	 <table border="1"> <thead> <tr> <th>Food Prescription Date</th> <th>WIC Category</th> <th>Family Issuance Day</th> </tr> </thead> <tbody> <tr> <td>4/28/2025 <input type="button" value="+"/></td> <td>Pregnant</td> <td>28</td> </tr> </tbody> </table> <div data-bbox="1129 1013 1835 1268"> <p>Select the New Food Prescription Date</p> <p>Food Prescription Date</p> <p>4/30/2025</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>	Food Prescription Date	WIC Category	Family Issuance Day	4/28/2025 <input type="button" value="+"/>	Pregnant	28														
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<p>4. Make Changes to Rx:</p> <p>In this example, Jane wants 1 lb tofu in place of a qt of milk:</p> <ul style="list-style-type: none"> • Add Item to Food Prescription. <ul style="list-style-type: none"> ○ Category = Cheese or Tofu. ○ Subcategory = Tofu. ○ Enter Quantity = 1. ○ Select Add Item. • Validation Summary - This message is normal. It is a reminder to check and adjust milk amounts in the Rx. • Review Milk Substitution Calculator. <ul style="list-style-type: none"> ○ You want Milk Remaining = 0. ○ In this example we are over by .25 gallons. (The substitution rate for tofu is 1 lb tofu = 1 qt milk.) • Reduce the amount of milk in the Rx by the .25 ga that you are over in the milk substitution calculator (from 4 to 3.75). • Select Save in the bottom, right hand corner of the screen. 	<div style="border: 1px solid black; padding: 5px;"> <p>Food Prescription Items Total Items: 8</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Category Max Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>Fruit & Vegetables Cash Value</td> <td>Fruit and Vegetables - Cash Value Benefit</td> <td>\$47.00</td> <td>\$47.00</td> <td>\$\$\$</td> </tr> <tr> <td>Legumes</td> <td>Peanut Butter/Beans All WIC</td> <td>2</td> <td>2</td> <td>CTNR</td> </tr> <tr> <td>Milk - Fat Reduced</td> <td>Milk or Soy(1% & Nonfat) All WIC-Cow,Goat,Soy</td> <td>4</td> <td>4</td> <td>Gallon</td> </tr> <tr> <td>Breakfast Cereal</td> <td>Cereal All WIC -hot /cold</td> <td>36</td> <td>36</td> <td>Ounce</td> </tr> <tr> <td>Juice - 64 oz</td> <td>Juice - All WIC - 64 oz carton</td> <td>1</td> <td>1</td> <td>CTNR</td> </tr> <tr> <td>Bread/Whole Grains</td> <td>Whole Wheat Bread or Whole Grains</td> <td>48</td> <td>48</td> <td>Ounce</td> </tr> <tr> <td>Eggs</td> <td>Eggs - all WIC</td> <td>1</td> <td>1</td> <td>Dozen</td> </tr> <tr> <td>Fish</td> <td>Fish - All WIC</td> <td>10</td> <td>10</td> <td>Ounce</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Add Item to Food Prescription</p> <p> Category: Cheese or Tofu Subcategory: Tofu Quantity: 1 Max / Med Max: 16 / 16 UOM: Pound Add Item Clear </p> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>Validation Summary: 1</p> <p>• Please check milk substitution.</p> </div> <div style="margin-top: 10px; border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> <p>Milk Substitution Calculator</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid gray;">Total Milk Available</td> <td style="border: 1px solid gray;">Milk Prescribed</td> <td style="border: 1px solid gray;">Total Milk Substituted</td> <td style="border: 1px solid red; padding: 2px;">Milk Remaining</td> <td style="border: 1px solid gray;">Unit of Measure</td> </tr> <tr> <td style="border: 1px solid gray;">4</td> <td style="border: 1px solid gray;">4</td> <td style="border: 1px solid gray;">0.25</td> <td style="border: 1px solid red; padding: 2px;">-0.25</td> <td style="border: 1px solid gray;">Gallon</td> </tr> </table> </div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;"> <p>Food Prescription Items</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Fruit & Vegetables Cash Value</td> <td>Fruit and Vegetables - Cash Value Benefit</td> <td>\$47.00</td> </tr> <tr> <td>Legumes</td> <td>Peanut Butter/Beans All WIC</td> <td>2</td> </tr> <tr style="border: 2px solid red;"> <td>Milk - Fat Reduced</td> <td>Milk or Soy(1% & Nonfat) All WIC-Cow,Goat,Soy</td> <td style="border: 2px solid red;">3.75</td> </tr> <tr> <td>Breakfast Cereal</td> <td>Cereal All WIC -hot /cold</td> <td>36</td> </tr> <tr> <td>Juice - 64 oz</td> <td>Juice - All WIC - 64 oz carton</td> <td>1</td> </tr> <tr> <td>Bread/Whole Grains</td> <td>Whole Wheat Bread or Whole Grains</td> <td>48</td> </tr> <tr> <td>Eggs</td> <td>Eggs - all WIC</td> <td>1</td> </tr> <tr> <td>Fish</td> <td>Fish - All WIC</td> <td>10</td> </tr> <tr> <td>Cheese or Tofu</td> <td>Tofu</td> <td>1</td> </tr> </tbody> </table> </div> </div> </div>	Category	Subcategory	Quantity	Category Max Quantity	UOM	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Benefit	\$47.00	\$47.00	\$\$\$	Legumes	Peanut Butter/Beans All WIC	2	2	CTNR	Milk - Fat Reduced	Milk or Soy(1% & Nonfat) All WIC-Cow,Goat,Soy	4	4	Gallon	Breakfast Cereal	Cereal All WIC -hot /cold	36	36	Ounce	Juice - 64 oz	Juice - All WIC - 64 oz carton	1	1	CTNR	Bread/Whole Grains	Whole Wheat Bread or Whole Grains	48	48	Ounce	Eggs	Eggs - all WIC	1	1	Dozen	Fish	Fish - All WIC	10	10	Ounce	Total Milk Available	Milk Prescribed	Total Milk Substituted	Milk Remaining	Unit of Measure	4	4	0.25	-0.25	Gallon	Category	Subcategory	Quantity	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Benefit	\$47.00	Legumes	Peanut Butter/Beans All WIC	2	Milk - Fat Reduced	Milk or Soy(1% & Nonfat) All WIC-Cow,Goat,Soy	3.75	Breakfast Cereal	Cereal All WIC -hot /cold	36	Juice - 64 oz	Juice - All WIC - 64 oz carton	1	Bread/Whole Grains	Whole Wheat Bread or Whole Grains	48	Eggs	Eggs - all WIC	1	Fish	Fish - All WIC	10	Cheese or Tofu	Tofu	1
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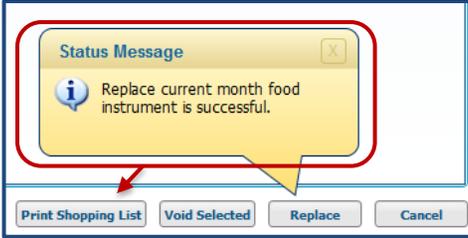
Cascades Steps – Replace Current Benefits

Steps	Cascades Screen																																																																																																																																										
<p>5. Review Replace Current Benefits Screen:</p> <ul style="list-style-type: none"> The system will automatically send you back to the Replace Current Benefits screen. You will see the following <ul style="list-style-type: none"> Existing FI Details = Current benefits remaining. Replacement FI Details = New benefits if replaced. It should now reflect your Rx changes. <ul style="list-style-type: none"> ✓ Milk or Soy 1% changed to 7.25 gallons. ✓ Tofu 1 pound added. <p>Important! If you need to change more than one participant's benefits within a family DO Not select Save on this screen until you complete all participant Rx changes.</p> <ul style="list-style-type: none"> See next step for example of adding another Rx change in the same family. 	<div style="text-align: center; margin-bottom: 20px;"> <p>Current benefits New benefits</p> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Current Month Food Replacement</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr style="background-color: #e1eef6;"> <th colspan="4">Existing FI Details</th> <th colspan="4">Replacement FI Details</th> </tr> <tr style="background-color: #e1eef6;"> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Unit of Measure</th> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Unit of Measure</th> </tr> </thead> <tbody> <tr><td>Bread/Whole Grains</td><td>Whole Wheat Bread or Whole Gr</td><td>96</td><td>Ounce</td><td>Bread/Whole Grains</td><td>Whole Wheat Bread or Whole Gr</td><td>96</td><td>Ounce</td></tr> <tr><td>Breakfast Cereal</td><td>Cereal All WIC -hot /cold</td><td>108</td><td>Ounce</td><td>Breakfast Cereal</td><td>Cereal All WIC -hot /cold</td><td>108</td><td>Ounce</td></tr> <tr><td>Eggs</td><td>Eggs - all WIC</td><td>3</td><td>Dozen</td><td>Cheese or Tofu</td><td>Tofu</td><td>1</td><td>Pound</td></tr> <tr><td>Fish</td><td>Fish - All WIC</td><td>22</td><td>Ounce</td><td>Eggs</td><td>Eggs - all WIC</td><td>3</td><td>Dozen</td></tr> <tr><td>Fruit & Vegetables Cash Value</td><td>Fruit and Vegetables - Cash Value</td><td>\$99.00</td><td>\$\$\$\$</td><td>Fish</td><td>Fish - All WIC</td><td>22</td><td>Ounce</td></tr> <tr><td>Juice - 64 oz</td><td>Juice - All WIC - 64 oz carton</td><td>3</td><td>CTNR</td><td>Fruit & Vegetables Cash Value</td><td>Fruit and Vegetables - Cash Value</td><td>\$99.00</td><td>\$\$\$\$</td></tr> <tr><td>Legumes</td><td>Peanut Butter/Beans All WIC</td><td>4</td><td>CTNR</td><td>Juice - 64 oz</td><td>Juice - All WIC - 64 oz carton</td><td>3</td><td>CTNR</td></tr> <tr><td>Milk - Fat Reduced</td><td>Milk or Soy(1% & Nonfat) All WIC</td><td>7.50</td><td>Gallon</td><td>Legumes</td><td>Peanut Butter/Beans All WIC</td><td>4</td><td>CTNR</td></tr> <tr><td>Milk - whole</td><td>Milk - Whole All WIC-Cow,Goat,La</td><td>3</td><td>Gallon</td><td>Milk - Fat Reduced</td><td>Milk or Soy(1% & Nonfat) All WIC</td><td>7.25</td><td>Gallon</td></tr> <tr><td></td><td></td><td></td><td></td><td>Milk - whole</td><td>Milk - Whole All WIC-Cow,Goat,La</td><td>3</td><td>Gallon</td></tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Current benefits New benefits</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr style="background-color: #e1eef6;"> <th>Subcategory</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td>Whole Wheat Bread or Whole Gra</td><td>96</td></tr> <tr><td>Cereal All WIC -hot /cold</td><td>108</td></tr> <tr><td>Eggs - all WIC</td><td>3</td></tr> <tr><td>Fish - All WIC</td><td>22</td></tr> <tr><td>Fruit and Vegetables - Cash Value</td><td>\$99.00</td></tr> <tr><td>Juice - All WIC - 64 oz carton</td><td>3</td></tr> <tr><td>Peanut Butter/Beans All WIC</td><td>4</td></tr> <tr style="border: 2px solid red;"><td>Milk or Soy(1% & Nonfat) All WIC</td><td>7.50</td></tr> <tr><td>Milk - Whole All WIC-Cow,Goat,La</td><td>3</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr style="background-color: #e1eef6;"> <th>Subcategory</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td>Whole Wheat Bread or Whole Gra</td><td>96</td></tr> <tr><td>Cereal All WIC -hot /cold</td><td>108</td></tr> <tr style="border: 2px solid green;"><td>Tofu</td><td>1</td></tr> <tr><td>Eggs - all WIC</td><td>3</td></tr> <tr><td>Fish - All WIC</td><td>22</td></tr> <tr><td>Fruit and Vegetables - Cash Value</td><td>\$99.00</td></tr> <tr><td>Juice - All WIC - 64 oz carton</td><td>3</td></tr> <tr><td>Peanut Butter/Beans All WIC</td><td>4</td></tr> <tr style="border: 2px solid red;"><td>Milk or Soy(1% & Nonfat) All WIC</td><td>7.25</td></tr> <tr><td>Milk - Whole All WIC-Cow,Goat,La</td><td>3</td></tr> </tbody> </table> </div> </div> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;"> <p>Caution! Only save if you are done with all family member Rx changes. If not proceed to the next step.</p> </div> <div style="text-align: center;"> <input style="border: 1px solid black; padding: 5px;" type="button" value="Cancel"/> </div> </div>	Existing FI Details				Replacement FI Details				Category	Subcategory	Quantity	Unit of Measure	Category	Subcategory	Quantity	Unit of Measure	Bread/Whole Grains	Whole Wheat Bread or Whole Gr	96	Ounce	Bread/Whole Grains	Whole Wheat Bread or Whole Gr	96	Ounce	Breakfast Cereal	Cereal All WIC -hot /cold	108	Ounce	Breakfast Cereal	Cereal All WIC -hot /cold	108	Ounce	Eggs	Eggs - all WIC	3	Dozen	Cheese or Tofu	Tofu	1	Pound	Fish	Fish - All WIC	22	Ounce	Eggs	Eggs - all WIC	3	Dozen	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value	\$99.00	\$\$\$\$	Fish	Fish - All WIC	22	Ounce	Juice - 64 oz	Juice - All WIC - 64 oz carton	3	CTNR	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value	\$99.00	\$\$\$\$	Legumes	Peanut Butter/Beans All WIC	4	CTNR	Juice - 64 oz	Juice - All WIC - 64 oz carton	3	CTNR	Milk - Fat Reduced	Milk or Soy(1% & Nonfat) All WIC	7.50	Gallon	Legumes	Peanut Butter/Beans All WIC	4	CTNR	Milk - whole	Milk - Whole All WIC-Cow,Goat,La	3	Gallon	Milk - Fat Reduced	Milk or Soy(1% & Nonfat) All WIC	7.25	Gallon					Milk - whole	Milk - Whole All WIC-Cow,Goat,La	3	Gallon	Subcategory	Quantity	Whole Wheat Bread or Whole Gra	96	Cereal All WIC -hot /cold	108	Eggs - all WIC	3	Fish - All WIC	22	Fruit and Vegetables - Cash Value	\$99.00	Juice - All WIC - 64 oz carton	3	Peanut Butter/Beans All WIC	4	Milk or Soy(1% & Nonfat) All WIC	7.50	Milk - Whole All WIC-Cow,Goat,La	3	Subcategory	Quantity	Whole Wheat Bread or Whole Gra	96	Cereal All WIC -hot /cold	108	Tofu	1	Eggs - all WIC	3	Fish - All WIC	22	Fruit and Vegetables - Cash Value	\$99.00	Juice - All WIC - 64 oz carton	3	Peanut Butter/Beans All WIC	4	Milk or Soy(1% & Nonfat) All WIC	7.25	Milk - Whole All WIC-Cow,Goat,La	3
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<p>6. Other Family Members - Rx Changes:</p> <ul style="list-style-type: none"> In the <u>same</u> Replace Current Benefits screen: <ul style="list-style-type: none"> Select Change Rx for the next family member who needs a change in current benefits. In this example, we will select John who is 1 year of age. He needs soy beverage instead of whole milk. Note Cascades will take you to the Prescribed Foods screen for John. 	 <table border="1"> <caption>Participants</caption> <thead> <tr> <th>WIC Category</th> <th>First Name</th> <th>Last Name</th> <th>Date of Birth</th> <th>Change Rx</th> </tr> </thead> <tbody> <tr> <td>P</td> <td>JANE</td> <td>SMITH</td> <td>6/1/1995</td> <td>Change Rx</td> </tr> <tr> <td>C</td> <td>JOHN</td> <td>SMITH</td> <td>4/1/2024</td> <td>Change Rx</td> </tr> <tr> <td>C</td> <td>SALLY</td> <td>SMITH</td> <td>5/1/2022</td> <td>Change Rx</td> </tr> </tbody> </table>	WIC Category	First Name	Last Name	Date of Birth	Change Rx	P	JANE	SMITH	6/1/1995	Change Rx	C	JOHN	SMITH	4/1/2024	Change Rx	C	SALLY	SMITH	5/1/2022	Change Rx
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<p>7. Prescribe Food:</p> <ul style="list-style-type: none"> Select the plus (+) Food Prescription Date. Select Save. 	 <table border="1"> <thead> <tr> <th>Food Prescription Date</th> <th>WIC Category</th> <th>Age Category</th> </tr> </thead> <tbody> <tr> <td>4/28/2025 +</td> <td>Child</td> <td>12 to 23 Months</td> </tr> </tbody> </table> <div data-bbox="1155 1177 1869 1429"> <p>Select the New Food Prescription Date</p> <p>Food Prescription Date: 4/30/2025</p> <p>Save Cancel</p> </div>	Food Prescription Date	WIC Category	Age Category	4/28/2025 +	Child	12 to 23 Months														
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<p>8. Make Changes to John's Rx:</p> <p>Important! John is 1 yr. of age. For a 1 yr. old, you must select soy-based beverage specifically unless you have a medical documentation form (MDF) or a completed nutrition assessment recommending other low-fat milk options (see note).</p> <ul style="list-style-type: none"> • Add Item to Food Rx <ul style="list-style-type: none"> ○ Category = Milk – Fat Reduced. ○ Subcategory = Soy-based beverage. ○ Enter Quantity. ○ Select Add Item. • Review Milk Substitution Calculator. <ul style="list-style-type: none"> ○ You want Milk Remaining to = 0 ○ In this example it = -3 since we added in soy. ○ So now, you need to reduce the whole milk to 0 in the Rx. ○ Milk calculator should now show Milk Remaining = 0 • Select Save. 	<div style="border: 1px solid black; padding: 5px;"> <p>Food Prescription Items Total Items: 8</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Category Max Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>Fruit & Vegetables Cash Value</td> <td>Fruit and Vegetables - Cash Value Benefit</td> <td>\$26.00</td> <td>\$26.00</td> <td>\$\$\$</td> </tr> <tr> <td>Legumes</td> <td>Peanut Butter/Beans All WIC</td> <td>1</td> <td>1</td> <td>CTNR</td> </tr> <tr> <td>Milk - whole</td> <td>Milk - Whole All WIC-Cow,Goat,Lactose Free</td> <td>3</td> <td>3</td> <td>Gallon</td> </tr> <tr> <td>Breakfast Cereal</td> <td>Cereal All WIC -hot /cold</td> <td>36</td> <td>36</td> <td>Ounce</td> </tr> <tr> <td>Juice - 64 oz</td> <td>Juice - All WIC - 64 oz carton</td> <td>1</td> <td>1</td> <td>CTNR</td> </tr> <tr> <td>Bread/Whole Grains</td> <td>Whole Wheat Bread or Whole Grains</td> <td>24</td> <td>24</td> <td>Ounce</td> </tr> <tr> <td>Eggs</td> <td>Eggs - all WIC</td> <td>1</td> <td>1</td> <td>Dozen</td> </tr> <tr> <td>Fish</td> <td>Fish - All WIC</td> <td>6</td> <td>6</td> <td>Ounce</td> </tr> </tbody> </table> <div style="border: 1px solid black; 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	<p>Note:</p> <ul style="list-style-type: none"> WIC allows soy beverage for a 1 yr. old with no MDF, <u>but</u> other low fat milk options must have an MDF or a completed nutrition assessment (depending on the preferred milk fat). <p>For children 2-5 and adults, select Milk or Soy (1% & Nonfat) All WIC. Since these age groups can get all low fat milk/soy options this subcategory gives them flexibility to choose at the store.</p>																																																																																								
<p>9. Review Replace Current Benefits Screen:</p> <ul style="list-style-type: none"> The system will automatically send you back to the Replace Current Benefits screen. Review the following: <ul style="list-style-type: none"> Existing FI Details = Current benefits remaining for all family members. <p>This includes the earlier changes with Jane. See green area for added tofu and reduced milk.</p> <ul style="list-style-type: none"> Replacement FI Details = New benefits if replaced. Foods reflect all changes to date <ul style="list-style-type: none"> ✓ Jane's tofu 	<p>Current benefits (Existing FI Details)</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Unit of Measure</th> </tr> </thead> <tbody> <tr><td>Bread/Whole Grains</td><td>Whole Wheat Bread or Whole C</td><td>96</td><td>Ounce</td></tr> <tr><td>Breakfast Cereal</td><td>Cereal All WIC -hot /cold</td><td>108</td><td>Ounce</td></tr> <tr><td>Cheese or Tofu</td><td>Tofu</td><td>1</td><td>Pound</td></tr> <tr><td>Eggs</td><td>Eggs - all WIC</td><td>3</td><td>Dozen</td></tr> <tr><td>Fish</td><td>Fish - All WIC</td><td>22</td><td>Ounce</td></tr> <tr><td>Fruit & Vegetables Cash Value</td><td>Fruit and Vegetables - Cash Val</td><td>\$99.00</td><td>\$\$\$\$</td></tr> <tr><td>Juice - 64 oz</td><td>Juice - All WIC - 64 oz carton</td><td>3</td><td>CTNR</td></tr> <tr><td>Legumes</td><td>Peanut Butter/Beans All WIC</td><td>4</td><td>CTNR</td></tr> <tr><td>Milk - Fat Reduced</td><td>Milk or Soy(1% & Nonfat) All W</td><td>7.25</td><td>Gallon</td></tr> <tr><td>Milk - whole</td><td>Milk - Whole All WIC-Cow,Goat</td><td>3</td><td>Gallon</td></tr> </tbody> </table> <p>New benefits (Replacement FI Details)</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Unit of Measure</th> </tr> </thead> <tbody> <tr><td>Bread/Whole Grains</td><td>Whole Wheat Bread or Whole C</td><td>96</td><td>Ounce</td></tr> <tr><td>Breakfast Cereal</td><td>Cereal All WIC -hot /cold</td><td>108</td><td>Ounce</td></tr> <tr><td>Cheese or Tofu</td><td>Tofu</td><td>1</td><td>Pound</td></tr> <tr><td>Eggs</td><td>Eggs - all WIC</td><td>3</td><td>Dozen</td></tr> <tr><td>Fish</td><td>Fish - All WIC</td><td>22</td><td>Ounce</td></tr> <tr><td>Fruit & Vegetables Cash Value</td><td>Fruit and Vegetables - Cash Val</td><td>\$99.00</td><td>\$\$\$\$</td></tr> <tr><td>Juice - 64 oz</td><td>Juice - All WIC - 64 oz carton</td><td>3</td><td>CTNR</td></tr> <tr><td>Legumes</td><td>Peanut Butter/Beans All WIC</td><td>4</td><td>CTNR</td></tr> <tr><td>Milk - Fat Reduced</td><td>Milk or Soy(1% & Nonfat) All W</td><td>7.25</td><td>Gallon</td></tr> <tr><td>Milk - Fat Reduced</td><td>soy-based beverage</td><td>3</td><td>Gallon</td></tr> </tbody> </table>	Category	Subcategory	Quantity	Unit of Measure	Bread/Whole Grains	Whole Wheat Bread or Whole C	96	Ounce	Breakfast Cereal	Cereal All WIC -hot /cold	108	Ounce	Cheese or Tofu	Tofu	1	Pound	Eggs	Eggs - all WIC	3	Dozen	Fish	Fish - All WIC	22	Ounce	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Val	\$99.00	\$\$\$\$	Juice - 64 oz	Juice - All WIC - 64 oz carton	3	CTNR	Legumes	Peanut Butter/Beans All WIC	4	CTNR	Milk - Fat Reduced	Milk or Soy(1% & Nonfat) All W	7.25	Gallon	Milk - whole	Milk - Whole All WIC-Cow,Goat	3	Gallon	Category	Subcategory	Quantity	Unit of Measure	Bread/Whole Grains	Whole Wheat Bread or Whole C	96	Ounce	Breakfast Cereal	Cereal All WIC -hot /cold	108	Ounce	Cheese or Tofu	Tofu	1	Pound	Eggs	Eggs - all WIC	3	Dozen	Fish	Fish - All WIC	22	Ounce	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Val	\$99.00	\$\$\$\$	Juice - 64 oz	Juice - All WIC - 64 oz carton	3	CTNR	Legumes	Peanut Butter/Beans All WIC	4	CTNR	Milk - Fat Reduced	Milk or Soy(1% & Nonfat) All W	7.25	Gallon	Milk - Fat Reduced	soy-based beverage	3	Gallon
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<p>✓ John’s soy-based beverage (see red).</p> <ul style="list-style-type: none"> • When done changing all of the Rx in the family, select Save. 																																																													
<p>10. Verify Foods Replaced on WIC Card:</p> <p>The system will automatically take you to the Food Instrument List and you will see the following:</p> <ul style="list-style-type: none"> • Status Message will appear confirming current month food instrument was replaced. • Print Shopping List to confirm what is currently on the WIC card EBT account. It should reflect all changes. 	 <table border="1" data-bbox="1108 738 1963 1120"> <thead> <tr> <th colspan="5">Benefit Balance:</th> </tr> <tr> <th>Benefit Month</th> <th>Serial Number</th> <th>Quantity</th> <th>UOM</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>4/30/2025 thru 5/27/2025</td> <td>11348084</td> <td>\$99.00</td> <td>\$\$\$\$</td> <td>Fruit and Vegetables - Cash Value Benefit</td> </tr> <tr> <td></td> <td>11348084</td> <td>1</td> <td>Pound</td> <td>Tofu</td> </tr> <tr> <td></td> <td>11348084</td> <td>96</td> <td>Ounce</td> <td>Whole Wheat Bread or Whole Grains</td> </tr> <tr> <td></td> <td>11348084</td> <td>3</td> <td>Dozen</td> <td>Eggs - all WIC</td> </tr> <tr> <td></td> <td>11348084</td> <td>4</td> <td>CTNR</td> <td>Peanut Butter/Beans All WIC</td> </tr> <tr> <td></td> <td>11348084</td> <td>22</td> <td>Ounce</td> <td>Fish - All WIC</td> </tr> <tr> <td></td> <td>11348084</td> <td>3</td> <td>Gallon</td> <td>Soy-based beverage</td> </tr> <tr> <td></td> <td>11348084</td> <td>7.25</td> <td>Gallon</td> <td>Milk or Soy(1% & Nonfat) All WIC-Cow,Goat,Soy</td> </tr> <tr> <td></td> <td>11348084</td> <td>108</td> <td>Ounce</td> <td>Cereal All WIC -hot /cold</td> </tr> <tr> <td></td> <td>11348084</td> <td>3</td> <td>CTNR</td> <td>Juice - All WIC - 64 oz carton</td> </tr> </tbody> </table>	Benefit Balance:					Benefit Month	Serial Number	Quantity	UOM	Description	4/30/2025 thru 5/27/2025	11348084	\$99.00	\$\$\$\$	Fruit and Vegetables - Cash Value Benefit		11348084	1	Pound	Tofu		11348084	96	Ounce	Whole Wheat Bread or Whole Grains		11348084	3	Dozen	Eggs - all WIC		11348084	4	CTNR	Peanut Butter/Beans All WIC		11348084	22	Ounce	Fish - All WIC		11348084	3	Gallon	Soy-based beverage		11348084	7.25	Gallon	Milk or Soy(1% & Nonfat) All WIC-Cow,Goat,Soy		11348084	108	Ounce	Cereal All WIC -hot /cold		11348084	3	CTNR	Juice - All WIC - 64 oz carton
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IMPORTANT: Once a new food Rx has been created and benefits have been replaced, you **MUST** wait until next day for any changes to that participant’s Rx! Cascades must see a difference in food Rx for further replacements.

DO NOT void replaced benefits, this could potentially cause loss of some benefits.



Cascades Steps – Replace Current Benefits



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DOH 961-1171 May 2025