

# Farmers Market Check Issuance Training

Maine WIC State Agency

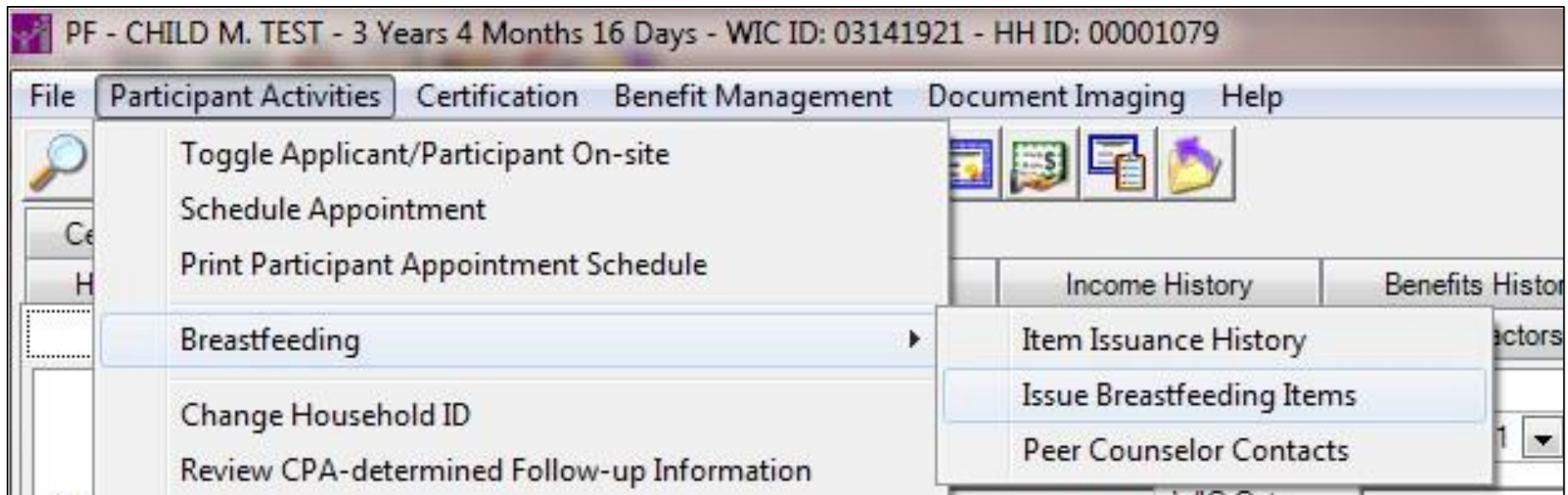


# Who is eligible for FMNP checks?

- Children Four months -5 years old:
  - Four (4) checks for a total of \$20
- Pregnant women:
  - Four (4) checks for a total of \$20
- Breastfeeding women:
  - Four (4) checks for a total of \$20
  - A Breastfeeding woman is eligible for FMNP checks if she is receiving other WIC food benefits.
    - **Fully and Partially Breastfeeding** women are eligible for Farmers Market checks **up to one (1) year post-partum**
    - **Some Breastfeeding** women are eligible for Farmers Market checks **up to six (6) months post-partum**

# Documenting FM Checks Issued

## Use Breastfeeding Item Issuance Screens



**Local Agency Staff** document Farmer's Market checks provided to participants

- Click on **Participant Activities** menu
- Click **Breastfeeding** in the drop down menu
- Click **Issue Breastfeeding Items**

# Documenting FM Checks Issued

Issue Breastfeeding Items to CHILD M TEST

Date Items were Issued 6/16/2014

Add Breastfeeding Item

Item Farmers Market Preprinted Check 2014 Season Breastfeeding Supplies

Quantity 1 ID 182004

OK Cancel

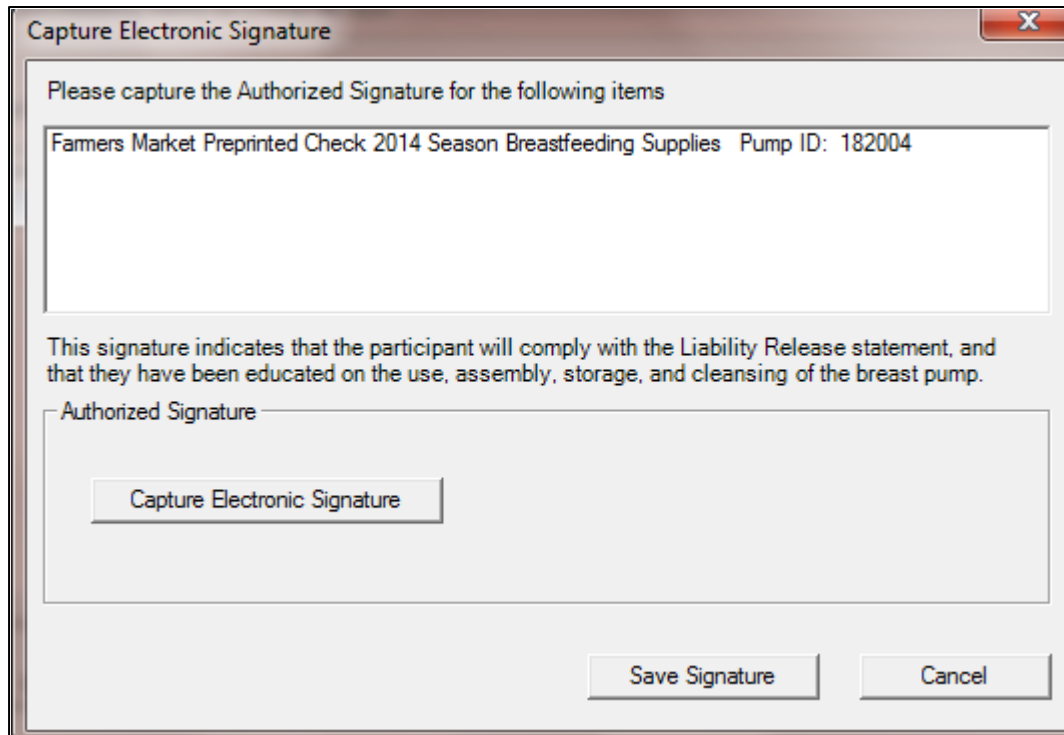
Add Edit Delete OK Cancel

## Issue Breastfeeding Items window

- Click **Add**
- Select **Farmer's Market Preprinted Check for current season: Season Breastfeeding Supplies** from drop down item menu
- Type **first FM check number** issued to the individual participant in the **ID** field

- Please note: this process must be repeated for each eligible participant in the household.

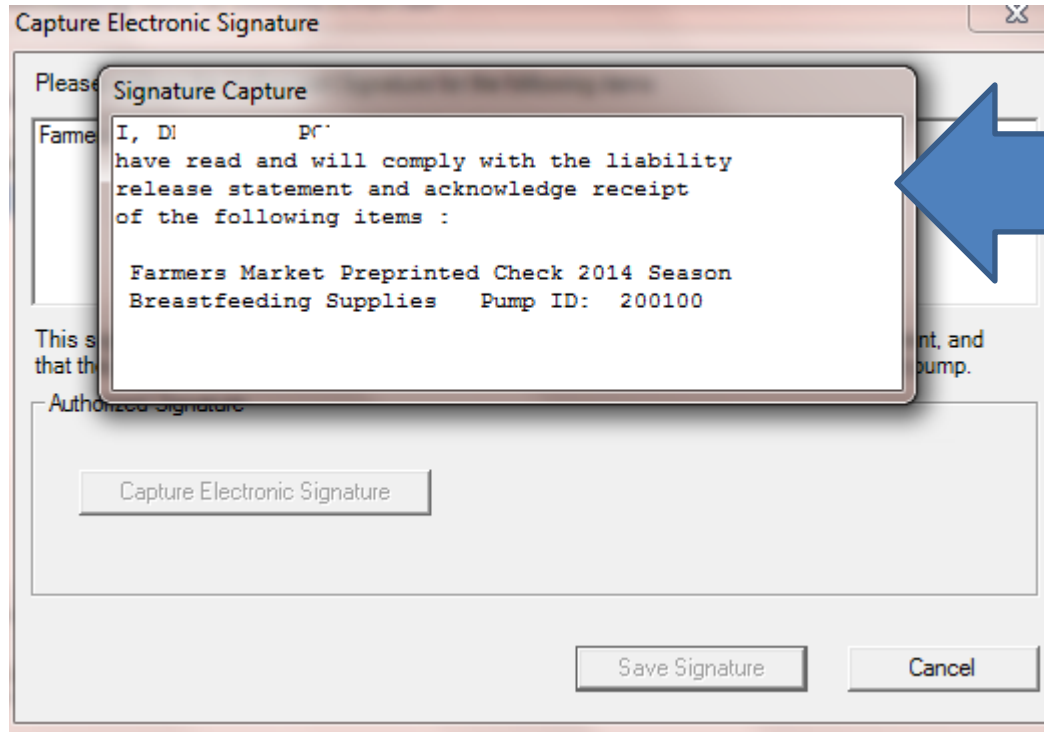
# Signing for FM Checks



**Capture Electronic Signature** window will open

- **LA staff:** click **Capture Electronic Signature**
- Explain to participant that they are signing for receipt of FM checks

# Signing for FM Checks



Capture Electronic Signature

Please

Signature Capture

I, D[redacted] PC[redacted]

have read and will comply with the liability release statement and acknowledge receipt of the following items :

Farmers Market Preprinted Check 2014 Season  
Breastfeeding Supplies Pump ID: 200100

This s[redacted]  
that th[redacted]

Authorized signature

Capture Electronic Signature

Save Signature Cancel

Participant will see this statement on the signature pad before signing for the FM checks—note that the item they are signing for includes the wording **“Farmers Market Preprinted Check Current Season”**



# Signing for FM Checks

Capture Electronic Signature

Please capture the Authorized Signature for the following items

Farmers Market Preprinted Check 2014 Season Breastfeeding Supplies Pump ID: 182004

This signature indicates that the participant will comply with the Liability Release statement, and that they have been educated on the use, assembly, storage, and cleansing of the breast pump.

Authorized Signature

Capture Electronic Signature

Save Signature Cancel

**Save signature** as you would for WIC certification and benefit issuance

**If no signature is captured, you cannot issue checks**

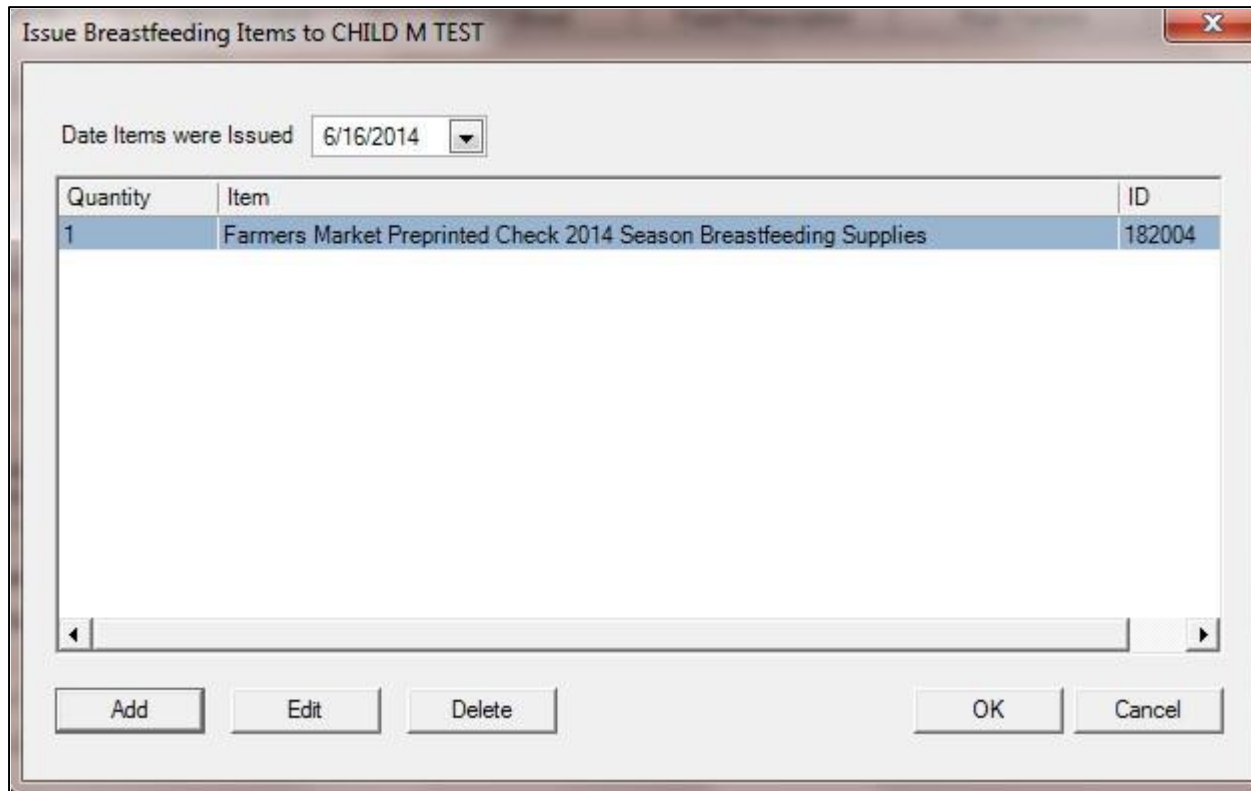
# What if...

- ...LA staff member's signature pad is not connected or not working?

Choose **Cancel** in the **Capture Electronic Signature window**

Plug a functioning signature pad into computer and proceed with capturing the electronic signature

# How do the remainder of issued FM checks get assigned?



The screenshot shows a software window titled "Issue Breastfeeding Items to CHILD M TEST". At the top, there is a label "Date Items were Issued" followed by a date field containing "6/16/2014" and a dropdown arrow. Below this is a table with three columns: "Quantity", "Item", and "ID". The table contains one row of data. At the bottom of the window, there are five buttons: "Add", "Edit", "Delete", "OK", and "Cancel".

Quantity	Item	ID
1	Farmers Market Preprinted Check 2014 Season Breastfeeding Supplies	182004

# End of Day processing auto-assigns subsequent checks

- End of Day processing will assign the remaining subsequent check range based on participant category
  - Children will be assigned a check range of 4 checks
  - Pregnant and Breastfeeding women will be assigned a check range of 4 checks

# End of Day processing auto-assigns subsequent checks

Issue Breastfeeding Items to CHILD M TEST

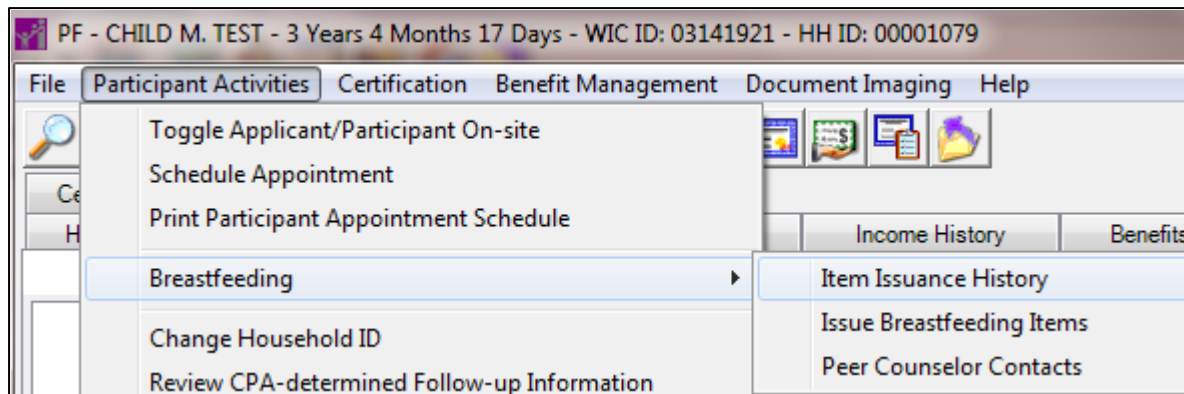
Date Items were Issued 6/16/2014

Quantity	Item	ID
1	Farmers Market Preprinted Check 2014 Season Breastfeeding Supplies	182004

Add Edit Delete OK Cancel

- **Example: Child M Test** (child participant) was issued 182004 today at WIC appointment
- After **End of Day** processing, this child will have check number 182005 assigned.

# After End of Day Processing



## After End of Day processing:

- Full check range issued will be in the participant record
- To access the assigned check range:
  - Click **Participant Activities**
  - Click **Breastfeeding**
  - Click **Item Issuance History**

# Full check range issuance documented in BF Item Issuance History

Breastfeeding Item Issuance History for CHILD TEST

Date Issued

From: 3/19/2014

To: 6/17/2014

Item Type

Breast Pumps

Breastfeeding Kits

Breastfeeding Supplies

Search

Clear

Date Issued	Item	Quantity	ID	Date Returned
06/16/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	182005	
06/16/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	182004	

**Example: Issuance range for a  
Child after End of Day Processing**

Issue Items Return Pump Close

# End of Day processing auto-assigns subsequent checks

The screenshot shows a software window titled "Breastfeeding Item Issuance History for WOMAN FMNP". It features a search interface with two date pickers for "Date Issued" (From: 3/22/2014, To: 6/20/2014) and a list of "Item Type" checkboxes: "Breast Pumps" (unchecked), "Breastfeeding Kits" (unchecked), and "Breastfeeding Supplies" (checked). There are "Search" and "Clear" buttons. Below the filters is a table with the following data:

Date Issued	Item	Quantity	ID	Date Returned
06/20/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	200110	

At the bottom of the window are buttons for "Issue Items", "Return Pump", and "Close".

After **End of Day** processing, **Woman FMNP** will have check numbers 200111, 200112, and 200113 auto-assigned.



# Full check range issuance documented in BF Item Issuance History

Breastfeeding Item Issuance History for WOMAN FMNP

Date Issued

From: 3/24/2014

To: 6/22/2014

Item Type

Breast Pumps

Breastfeeding Kits

Breastfeeding Supplies

Search

Clear

Date Issued	Item	Quantity	ID	Date Returned
06/20/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	200112	
06/20/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	200113	
06/20/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	200110	
06/20/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	200111	

**Example: Issuance range for a Pregnant or BF Woman after End of Day Processing**

Issue Items Return Pump Close

# What if...

- ...LA staff member makes a mistake entering the correct number of the first FM check issued?

**Call SPIRIT Help Desk**

**207-200-8737**

# BF Item Issuance History—Error Correction

Breastfeeding Item Issuance History for MINNIE MOUSE

Date Issued

From: 3/24/2014

To: 6/22/2014

Item Type

Breast Pumps

Breastfeeding Kits

Breastfeeding Supplies

Search

Clear

Date Issued	Item	Quantity	ID	Date Returned
06/20/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	200102	
06/20/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	200103	
06/20/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	200101	
06/20/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	200100	
06/20/2014	Farmers Market Preprinted Check 2014 Season Breastfee	1	200150	06/20/2014

Issue Items

Return Pump

Close

- Staff member entered 200150 in error for Minnie Mouse, a pregnant woman and called SPIRIT Help Desk prior to End of Day
- SPIRIT Help Desk gave directions on “return” of 200150 prior to End of Day processing
- Staff member enters correct first FM check issued, 200100
- End of Day processing assigns range of four checks, 200100-200102
- 200150 displays as “returned” and is available to be issued to another participant

# What if...

- ...LA staff member provide a client with two check numbers that are **not sequential**?

**Staff member may enter the non-sequential FM check number(s) actually issued in SPIRIT.**

# Non-sequential checks issued

- **Example:** Staff member issues check number 12341 and 12343 for a child participant
- Staff member enters FM check number 12341 in SPIRIT
- Non-sequential FM check number issuance is discovered
- Staff member may enter non-sequential FM check number 12343 which was actually provided to participant
- FM check 12342 and 12344 may be provided to the next child participant

# Commonly Seen Errors

# Commonly seen error

- Staff do not enter the lowest FM check number in SPIRIT. When End-of-Day Processing auto-assigns the remaining number of checks, the wrong check number is assigned
  - Child Jones is given checks 100102 and 100103. Staff enters check number 100103 in SPIRIT. End-Of-Day processing will attempt to assign check number 100104. Check number 100102 does not get assigned to Child.

# Commonly seen error

- Staff document the check numbers in the wrong folder
  - Smith Household contains a Child and a Pregnant Mom. Family receives six (6) checks, numbers 100120 - 100125 (2 for Child, 4 for Mom).
  - Staff enters check number 100120 in Child's record and check number 100124 in Mom's record. End-Of-Day processing will assign check number 100121 to Child and attempt to assign check numbers 100125 – 100127 to Mom.
  - Check numbers 100122 and 100123 are not assigned to either Mom or Child, though they were provided to the family for use.



# Commonly seen error

- Staff document the check numbers in an ineligible client's record
  - Household contains Infant and Breastfeeding woman. BF Woman receives checks 100150 – 100153
  - Staff enter check number 100150 in Infant's record

# Commonly seen error

- SPIRIT is programmed for Children to receive 2 checks and Pregnant and Breastfeeding women to receive 4 checks. Errors occur when staff only provides 2 checks to women.
  - **Staff may not reduce the amount a participant category receives or place a maximum per household.**
  - **If checks are provided to a household, all eligible household members must be provided checks.**
  - Staff may not choose to only issue to some eligible household members.
    - Household contains two children and a pregnant woman. Each child must receive \$20 and the mother must receive \$20. Household total is \$60.

# Questions?

Contact **SPIRIT Help Desk** with any questions you have about this new documentation process

**207-200-8737**

Thank you for your help in properly documenting Farmer's Market check issuance in SPIRIT!