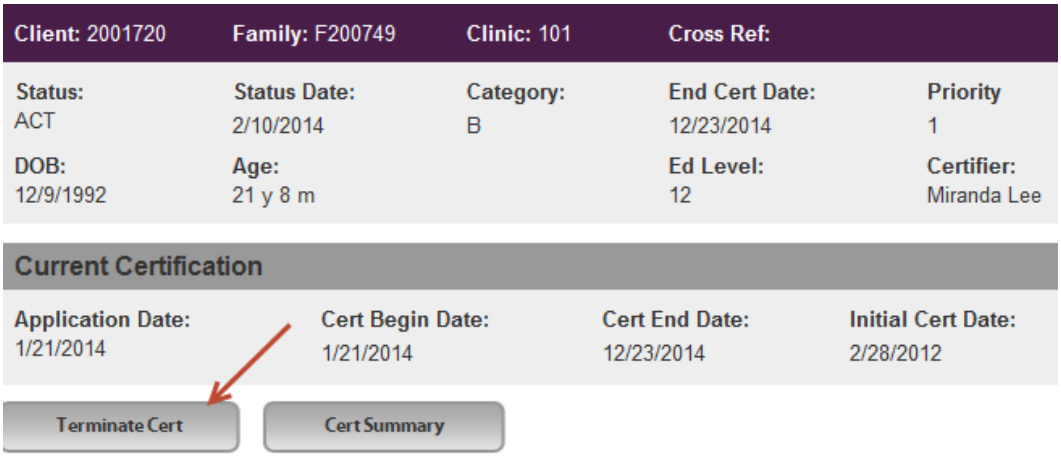
Assign Food Pkg: Pregnant and Breastfeeding Food Pkg 7 & 7M

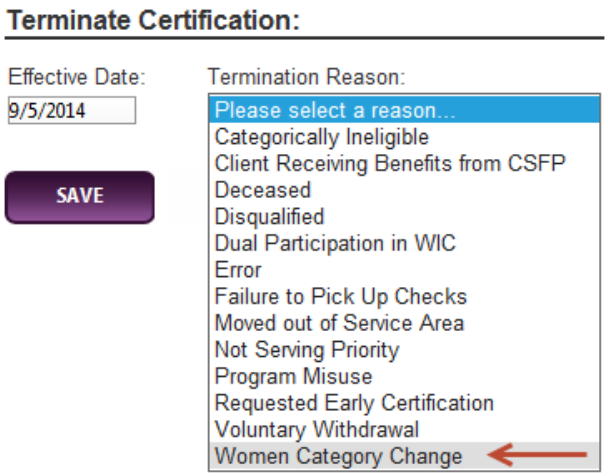
Assigning nutrition risk code to mother

1. Click on Certification in the Left Navigation bar

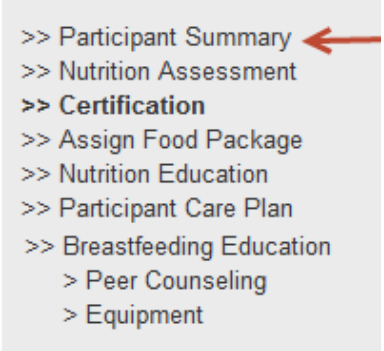
2. Click Terminate Cert button



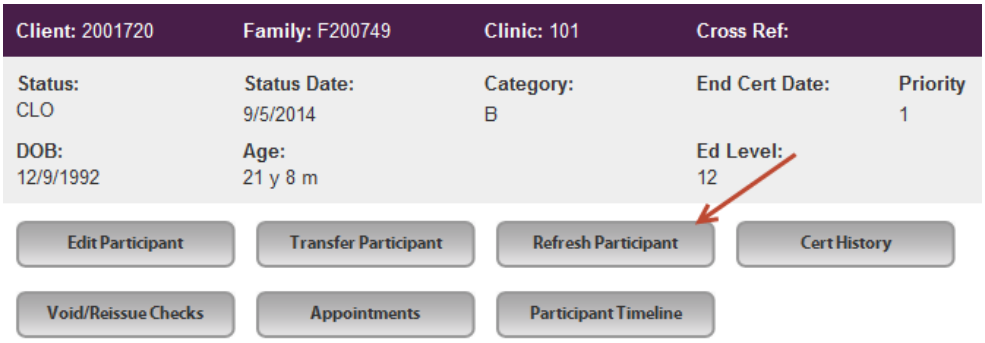
3. Enter the following information:
   - Click on Termination Reason dropdown and select Women Category Change
   - Change the Effective Date if it is different than Today's date
   - Click on the Save button
   -



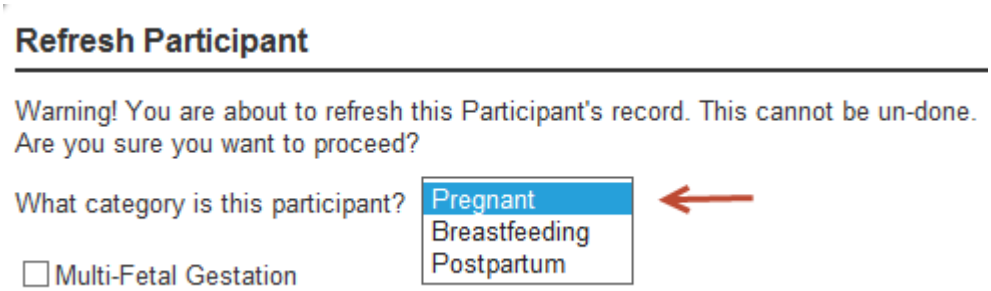
4. Click on Participant Summary in the Left Navigation bar



5. Click on the Refresh Participant button

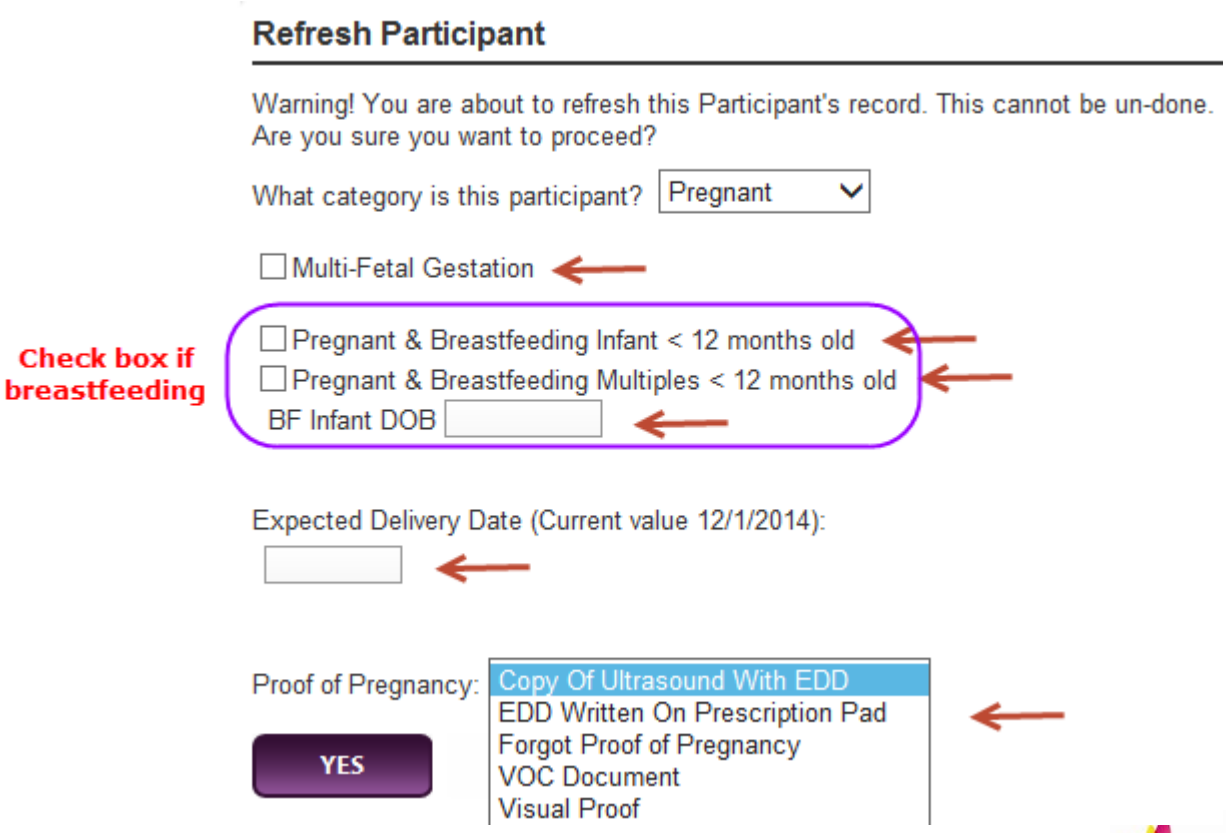


6. Select Pregnant from the dropdown



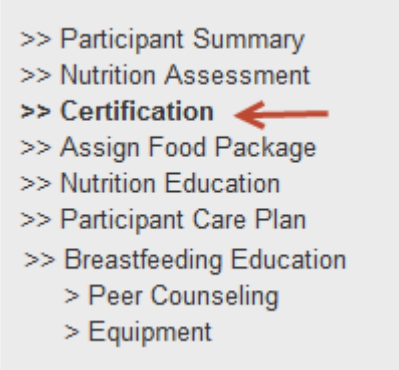
7. Enter the following information:
   - Select Multi-Fetal Gestation if the participant is pregnant with 2 or more fetuses
   - Select one of the following:
     - Pregnant and Breastfeeding Infant < 12 months old
     - Pregnant and Breastfeeding multiples < 12 months old (providing breast milk for 2 or more infants form the same pregnancy (i.e. twins, triplets)
   - Enter the Date of Birth for the youngest breastfeeding infant
   - Enter the Expected Delivery date
   - Select the Proof of Pregnancy from the dropdown
   - Click on the Yes button

Note: The participant has now been refreshed and is ready to be certified



Certification

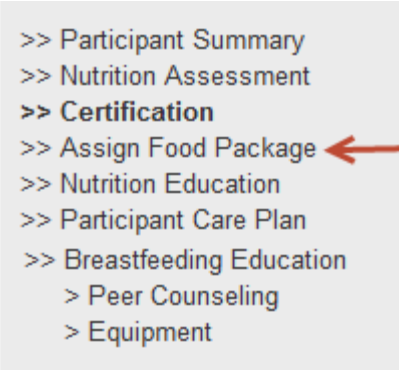
8. Click on the Certification link located on the Left Navigation bar



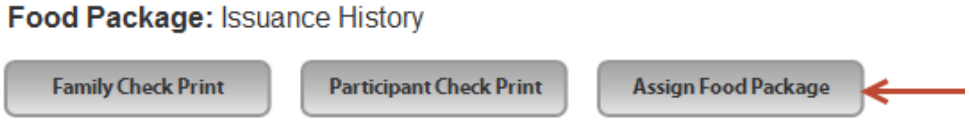
9. Click on the Run Certification Check button (to see what certification information needs to be entered, if any)
10. Certify participant

Assigning a Food Package:

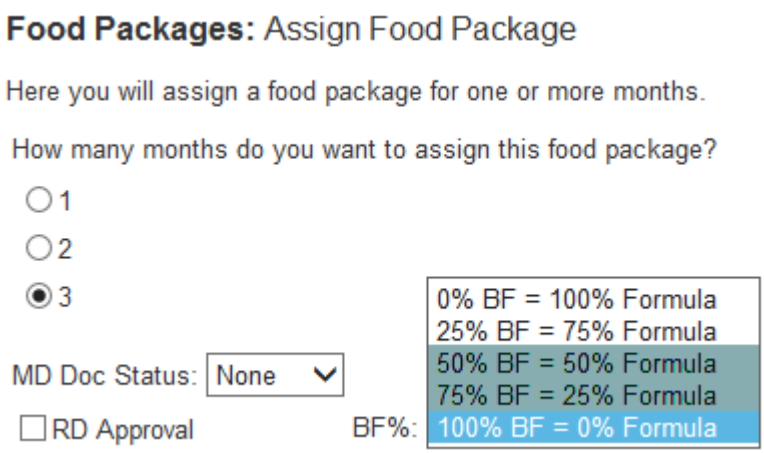
11. Click on the Assign Food Package link located on the Left Navigation bar



12. Click on the Assign Food Package button



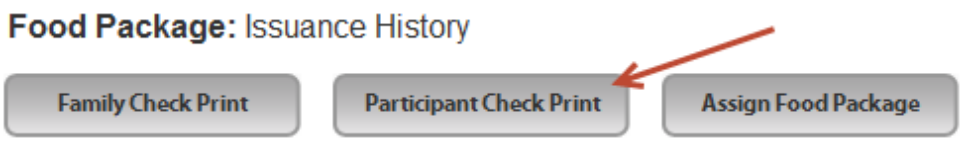
13. With the participant select a food package
    - The participants breastfeeding percentage must be at least 50% for them to receive a food package 7 or 7M



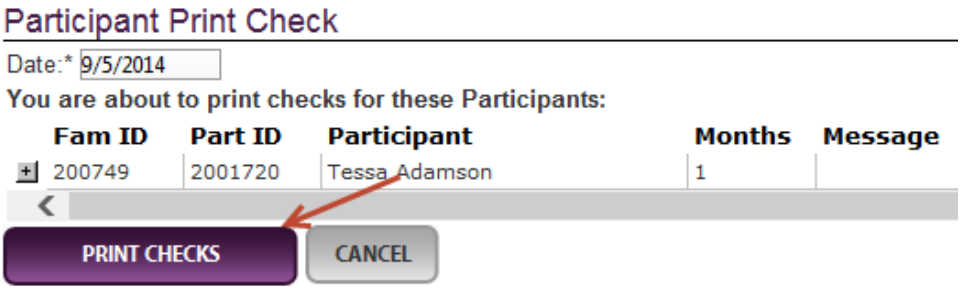
14. Click on the Assign button
15. Click on the Save button

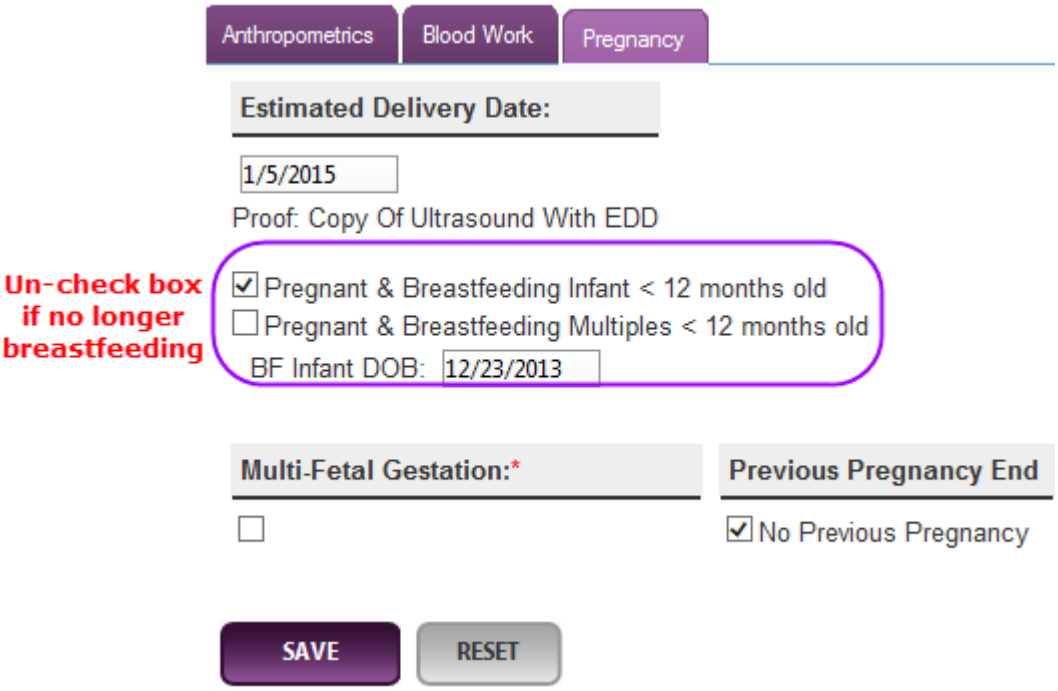
Printing a Check

16. Click on the Participant Check Print button



17. Click on the Print Checks button



NOTE: How to change information when a Category P participant starts or stops breastfeeding:

18. Go to the Pregnancy tab
19. Check or uncheck the boxes
20. Click on Save