

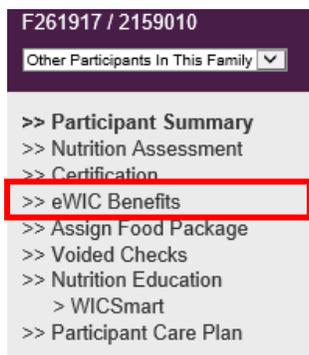


Special Authorization (MD – RD) / Homeless

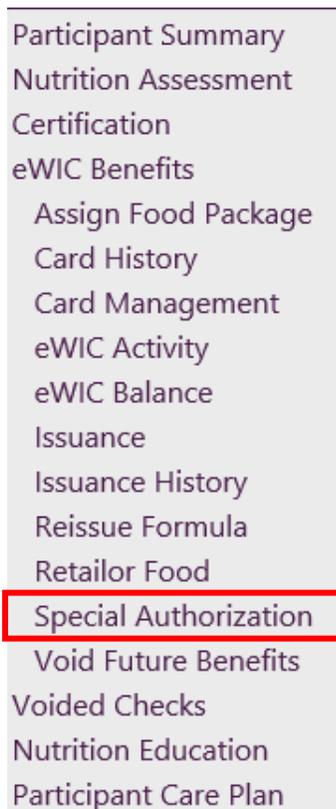
Note: Homeless is included in the Special Authorization function of WISPr

❖ Enter the Special Authorization; then tailor, retailer, or reissue the food package

1. Go to the Participant page in WISPr
2. Expand eWIC benefits in the left navigation pane



3. Click: Special Authorization



- Click: Add Special Authorization

Special Authorization

Active Only

Show entries

Type	MD Doc Status	Effective Date	Inactive Date	Status	Action
No Records found.					

Showing 0 to 0 of 0 entries

- Select applicable Special Authorization from the “Type” drop-down box

Add Special Authorization

Type*

MD Doc

RD Approval

Homeless

Effective Date*

05/13/2019

Inactive Date*

10/13/2019

Reason*

Milk intolerance

- Enter: “Effective Date”, “Inactive Date”, and “Reason” for the special authorization

7. For “MD Doc” special authorization, select the status from the drop-down box that appears

Add Special Authorization

Type*
MD Doc

Effective Date*
05/13/2019

MD Doc Status*
None
Written
Verbal

Inactive Date*
10/13/2019

Milk intolerance

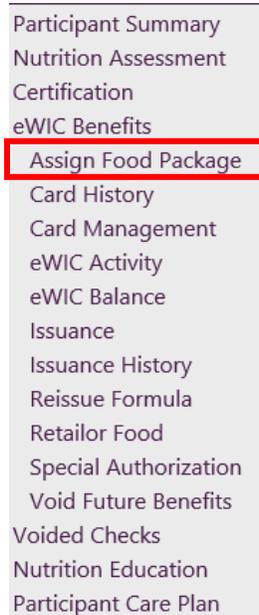
SAVE CANCEL

8. Click: Save (to save special authorization) or Cancel (to clear and return to the Special Authorization screen)

Tailoring a “Special Authorization” food package

Note: previously issued food packages will need to be voided prior to tailoring

1. Click: Assign Food Package



2. Click: Tailor

Food Package Assignments for Months That Can Be Issued

Client's Age	First Use Date	Base Food Package	Assign Food Package	VIEW	TAILOR
39 Years	05/13/2019	FP 5	<input type="text"/>	VIEW	TAILOR
39 Years	06/01/2019	FP 5	<input type="text"/>	VIEW	TAILOR
39 Years	07/01/2019	FP 5	<input type="text"/>	VIEW	TAILOR

3. Select the special authorization

Tailor Food Package

None MD Doc **M** RD Approval **R** Homeless **H**

Show Available Foods

Show Selected Foods

4. Tailor the food package (as shown in the “Tailor” QRC)

Milk	<input type="text" value="22.000"/>	21.000 - 22.000 Quarts
Acidoph Milk - Skim & 1% R	<input type="text" value="0.000"/>	0.000 - 5.500 Gallons
Acidophilus Milk 2% R	<input type="text" value="0.000"/>	0.000 - 5.500 Gallons
Cheese	<input type="text" value="0.000"/>	0.000 - 1.000 Pounds
Evaporated Goat's Milk - 2% R	<input type="text" value="0.000"/>	0.000 - 29.000 Cans
Evaporated Goat's Milk - Skim & 1% R	<input type="text" value="0.000"/>	0.000 - 29.000 Cans
Evaporated Milk - 2% R	<input type="text" value="0.000"/>	0.000 - 29.000 Cans
Evaporated Milk - Skim & 1%	<input type="text" value="0.000"/>	0.000 - 29.000 Cans
Goat's Milk - 2% R	<input type="text" value="0.000"/>	0.000 - 5.500 Gallons
Goat's Milk - Skim & 1% R	<input type="text" value="0.000"/>	0.000 - 5.500 Gallons
Lact-Free Milk - Skim & 1% R	<input type="text" value="0.000"/>	0.000 - 5.500 Gallons
Lactose Free Milk - 2% R	<input type="text" value="0.000"/>	0.000 - 5.500 Gallons
Milk - 2% Reduced Fat R	<input type="text" value="0.000"/>	0.000 - 5.500 Gallons
Milk - Fat Free & Skim	<input type="text" value="5.500"/>	0.000 - 5.500 Gallons
Powdered Milk - 2% R	<input type="text" value="0.000"/>	0.000 - 22.000 Quarts
Powdered Milk - Skim & 1%	<input type="text" value="0.000"/>	0.000 - 22.000 Quarts
Soy Milk R	<input type="text" value="0.000"/>	0.000 - 5.500 Gallons
Yogurt - Low Fat	<input type="text" value="0.000"/>	0.000 - 1.000 Quarts
Yogurt - Whole Milk R	<input type="text" value="0.000"/>	0.000 - 1.000 Quarts
Whole Grains	<input type="text" value="16.000"/>	16.000 - 16.000 Ounces
Whole Grains	<input type="text" value="16.000"/>	16.000 - 16.000 Ounces
Womens Juice	<input type="text" value="3.000"/>	2.000 - 3.000 Cans
Juice - 12oz Frozen	<input type="text" value="3.000"/>	0.000 - 3.000 Cans

Note

5. Click: Save (to save changes) or Cancel (to clear changes and return to “Assign Food Package” screen)



Retailing a “Special Authorization” food package

1. Click: Retailor Food

- Participant Summary
- Nutrition Assessment
- Certification
- eWIC Benefits
- Assign Food Package
- Card History
- Card Management
- eWIC Activity
- eWIC Balance
- Issuance
- Issuance History
- Reissue Formula
- Retailor Food**
- Special Authorization
- Void Future Benefits
- Voided Checks
- Nutrition Education
- Participant Care Plan

2. Retailor the food package (as shown in the “Retailor” QRC)

Milk	16.000	43.000	16.000	27.000	16.000	15.000 - 16.000 Quarts
Acidoph Milk - Skim & 1% R					0.000	0.000 - 4.000 Gallons
Acidophilus Milk - Whole M R					0.000	0.000 - 4.000 Gallons
Acidophilus Milk 2% R					0.000	0.000 - 4.000 Gallons
Cheese					1.000	0.000 - 1.000 Pounds
Evaporated Goat's Milk - 2% R					0.000	0.000 - 21.000 Cans
Evaporated Goat's Milk - Skim & 1% R					0.000	0.000 - 21.000 Cans
Evaporated Milk - 2% R					0.000	0.000 - 21.000 Cans
Evaporated Milk - Skim & 1%					0.000	0.000 - 21.000 Cans
Evaporated Milk - Whole M R					0.000	0.000 - 21.000 Cans
Goat's Milk - 2% R					0.000	0.000 - 4.000 Gallons
Goat's Milk - Skim & 1% R					0.000	0.000 - 4.000 Gallons
Goat's Milk - Whole M R					0.000	0.000 - 4.000 Gallons
Lact-Free Milk - Skim & 1% R					0.000	0.000 - 4.000 Gallons
Lactose Free Milk - 2% R					0.000	0.000 - 4.000 Gallons
Lactose Free Milk - Whole M R					0.000	0.000 - 4.000 Gallons
Milk - 2% Reduced Fat R					0.000	0.000 - 4.000 Gallons
Milk - Fat Free & Skim					3.000	0.000 - 4.000 Gallons
Milk - Whole M R					0.000	0.000 - 4.000 Gallons
Powdered Milk - 2% R					0.000	0.000 - 16.000 Quarts



Reissuing a “Special Authorization” formula

1. Click: Reissue Formula

- Participant Summary
- Nutrition Assessment
- Certification
- eWIC Benefits
 - Assign Food Package
 - Card History
 - Card Management
 - eWIC Activity
 - eWIC Balance
 - Issuance
 - Issuance History
 - Reissue Formula**
 - Retailer Food
 - Special Authorization
 - Void Future Benefits
 - Voided Checks
- Nutrition Education
- Participant Care Plan

2. Reissue the formula (as shown in the “Reissue Formula” QRC)

Reissue Formula

Formula to Void

Enter the number of cans to be voided (removed from the eWIC account).

First Use	End Use	Formula	Client Issued	Family Issued	Family Redeemed/Voided	Family Remaining	Qty to Void
05/14/2019	05/31/2019	Similac Advanced PWD 12.4oz	7.000	7.000	-1.000	6.000	6

Formula Returned

Enter the number of cans returned next to the formula below and enter a note.

Formula	Quantity
Similac Advanced PWD 12.4oz	6

Notes *

Intolerance

Replace Formula

Select the Formula to Reissue from the list and select the number of containers to reissue.

Assigned Food Package - FP 2FV

Select Formula to Reissue:

- Enfamil Neuropro Enfacare PWD 12.8oz - (MR)
- Enfamil Neuropro EnfaCare RTF 32oz - (MR)
- Nutramigen CONC 13oz - (MR)
- Nutramigen Enflora PWD 12.6oz - (MR)
- Nutramigen RTF 32oz - (MR)
- Similac Advanced CONC 13oz
- Similac Advanced PWD 12.4oz
- Similac Advanced RTF 32oz
- Similac Alimentum PWD 12.1oz - (MR)
- Similac Alimentum RTF 32oz - (MR)
- Similac NeoSure PWD 13.1oz - (MR)
- Similac NeoSure RTF 32oz - (MR)
- Similac Soy Isomil CONC 13oz
- Similac Soy Isomil PWD 12.4oz
- Similac Soy Isomil RTF 32oz - (R)

to/reduced

by the client

to reissue

to reissue

6

6

0 of 0

7

SAVE
CANCEL





IDAHO DEPARTMENT OF
HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH



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