Desktop Reference- Steps for Using the PA50 Screen

Adding the Head of Household:	Step 1: Verify the name of the HOH is in the Participant Standard Processing Block
Cornerstone 13.4mtr059	Ett. Marker Ett. Conc. 1. TestErik
	F11=Next F12=Cancel TextEdit ORNERSTONE 12/22/2014
PARTICIPANT	K
Participant ID:	me Cur First Name Sec Last Name
Contraction of the second seco	
Step 2: e: / / Age: 0	0
Detail tab, <f5> Add FITS GROUPING</f5>	
WIC Group Information Detail Active Family Summary	Proxy Information EBT Card Issuance Non-HOH History HOH History
Family ID: Head of Hou	usehold:
Participant ID:	
F8=PARTICIPANT L	OOK-UP F9=SERVICE ENTRY

Sorne 💕										_ 🗆 🗙
F1=Help	F3=Return	F4=Save	F5=Add	F6=Edit	F7=Delete	F11=Next	F12=Cancel	TextEdit		
CUNNING	GHAM, LISA		55	5555	C	ORNERSTO	NE			12/22/2014
	PARTICIPANT									
	Participant	ID: CSS2	5650.066		Cur Last Na		Cur First MARION		Sec Last Name	
	Group		-3039-000	5-00	Address		IMARION			
		ate: 03/0	2/1000	Age:		·				
	Dirtir Di	ace. [03/0	5/1990	Ayc.	24	_	Sto	p 3:		
	PA50 - WIC BE	ENEFITS GR	OUPING					-	:1. <i></i> //	
	WTO	C Group II	oformatio	n	1	Proxv	Select "Ne	ew Fami	ard Issuance	
		, 0,00p 1				PTOXY		-	aru issuance	
	Detail	, 1	Acti	PLEASE	SELECT AN (OPTION			HOH Histo	
	Detan		ALLI	·						°∕
	Family I	D•			New Family	ID	5			
				<u> </u>			_			
		Parti	cipant ID	:		Cancel		fi	ts in this Group	
		Ľ	ast Name	:						
		Fi	irst Name							
		Rel	ationship		~					
				E End V	— NIC Benefits	Group Robi	tionship			
		S	tart Date		Mic benefics	Group Kela	uonamp			
			End Date							
			_		TICIPANT L		F9=SERVIC			
				га=рак	TICIPANT L	UUK-UP	F9=SERVIC	ENTRY		

Cornerstone 13.4mtr059	_ 🗆 🗙
F1=Help F3=Reture F4=Save F5=Add F6=Edit F7=Delete F11=No	ext F12=Cancel TextEdit
CUNNINGHAM, LISA 555555 CORNERS	STONE 12/22/2014
PARTICIPANT	
Cur Last Name Participant ID: C552-5659-0665-00 CONNINGHAM	Cur First Name Sec Last Name
Group ID: Address	
Birth Date: 03/03/1990 Age: 24	Step 4:
	Is the HOH participating in WIC?
PA50 - WIC BENEFITS GROUPING	YES- check this box
WIC Group Information Proxy In	NO- leave this field blank
	<f4> Save</f4>
Detail Active Family Summary	Non-HOH History HOH History
Family ID: Head of Household	
rainily 10. nead of nousehold	
Participant ID: C552-5659-0665-00	🗖 Receiving Benefits in this Group
Last Name: CUNNINGHAM	
First Name: MARION	
Relationship: HOH V HEAD OF HOUSE	EHOLD
End WIC Benefits Group R	
Start Date: / /	cationship
End Date: / /	
F8=PARTICIPANT LOOK-UP	F9=SERVICE ENTRY

	rstone 13.4mtr059 E3=Beturn E4=Sa	ve F5=Add F6=Edit	· F7=Delete F11=	Next E12=Cance	TextEdit		_	
	HAM, LISA	555555		RSTONE			12/	/22
	PARTICIPANT							
After we save		5659-0665-00	CUNNINGHAM Address:	MARIO	st Name N	Sec Last I	Name	
Family Summa display the HO	H and newly	/1990 Age: JUPING	24	_	_	_	_	
generated		formation	Proxy	Information		EBT Card Iss	uance	
	Detail	Active Famil	y Summary	Non-НОН	History	нон	History	
	Family ID	Participant ID	First Name	Last Name	Relationship			*
	55555500000020	C552-5659-0665-00	MARION	CUNNINGHAM	HOH	12/22/2014	11	
								-
		F8=PA	RTICIPANT LOOK-	UP F9=SERVIO	CE ENTRY			

Adding Participants to a HOH:

F1=Help CUNNINC	erstone 13.4p F3=Return F4=5 GHAM, LISA	Save F5=Add F6=Edit	: F7=Delete F11= CORNE	Next F12=Cancel	TextEdit			4/2015
	PARTICIPANT Participant ID: Group ID: Birth Date: PA50 - WIC BENEFI	· · ·	Cur Last Name CUNNINGHAM Address: 24	Cur Firs MARIO	1. i	in the "De	Step 1: ave 2 optio tail" tab, < or tive Family	F5> Add
	WIC Gro	up Information Active Family		Information		tab, with t <enter>, <</enter>	the HOH hi	-
	Family ID	Participant ID	First Name	Last Name	Relationship		End Date 🔺	
	55555500000020	C552-5659-0665-00	MARION	CUNNINGHAM	HOH	12/22/2014		
		F8=PAI	RTICIPANT LOOK-	UP F9=SERVIC	CE ENTRY			

Sorne	erstone 13.4mti	r059								_ 🗆 ×
F1=Help	F3=Return	F4=Save	F5=Add	F6=Edit	F7=Delete	F11=Next	F12=Cancel	TextEdit		
CUNNING	GHAM, LISA		555	555	(ORNERSTO	DNE			12/22/2014
	PARTICIPANT									
	Participant	ID: 0552	5650.066		Cur Last Na		MARION		Sec Last Name	
	Group			0-00	Address		MARION			
	-	ate: 03/0	3/1990	Age:						
		100/0	5,1550	ge.	21				Step 2:	
	PA50 - WIC BE	ENEFITS GR	OUPING					Select "A	Add to Family ID"	
	WIC	Group II	formatio	n		Proxy Info	rmation			
					1	,	7			
	Detail		Activ	PLEASE	SELECT AN	OPTION			HOH Histor	y
	Family I	D: 555555	500000020		New Family		Add to Family I 55555000000		ININGHAM, MARION	
		Parti	cipant ID:			Cancel		fi	ts in this Group	
		Ľ	ast Name:		1					
		Fi	rst Name:	MARTO	N		_			
			ationship:		_	OF HOUSEHO	DLD			
					_					
		S	tart Date:		WIC Benefits 2014	отопр кем	uonsnip			
			End Date:							
			chu Date.	/ /						
			1	F8=PAR	RTICIPANT L	OOK-UP	F9=SERVIC	E ENTRY		

🂕 Corne	erstone 13.4mt	r059								
	F3=Return	F4=Save						TextEdit		
CUNNIN	GHAM, LISA		555	5555	(CORNERSTO	DNE			12/22/201
	PARTICIPANT				Cur Last Na		Cur Fire	t Namo	Sec Last Name	
	Participant	ID: C552	2-5659-066		CUNNINGH					
	Group	ID: -			Address	5:		Ste	р 3:	
	Birth D	ate: 03/0	3/1990	Age:	24		Search	for the pa	irticipant you a	re
		, .					wishing	to add to	the Family ID b	by 📙
	PA50 - WIC B	ENEFITS GE	OUPING			$-\Lambda$		ente	ring:	
	WIG	C Group II	nformatio	n		Proxy Int		"Partici	pant ID"	
					· /			•	or	
	Detai	/	Acti	ve Family	Summary		"Last	Name" ar	d "First Name"	
					/			i and a		
	Eamily T	D. 55555	500000020		Hood of Ho	ucobold: (552 5650 066	55.00 CUNNT	NGHAM, MARION	
	railing 1	D. 555555	00000020	' K '	neau or no	usenoiu.	.552-5059-000	00-00 - CONNI	NORAM, MARION	
		Parti	cipant ID	:			Recei	iving Benefits	in this Group	
		L	ast Name	:						
		F	irst Name	:						
		Rel	ationship	:	-					
				E End y	— WIC Benefits	Group Pob	tionchin			
		S	tart Date		wie benefits		cionamp			
		_	End Date							
			chu Date	• //						
				F0-DAD	TICIDANTI		FO-CEDURO			
				F8=PAR	TICIPANT I	100K-0P	F9=SERVIC	EENIKY		

🂕 Corne	erstone 13.4p											_ [
F1=Help	F3=Return	F4=Save	F5=Add	F6=Edit	F7	/=Delete F1	1=Next	F12=Cancel	TextEdi	it			
	GHAM, LISA		555	5555		CORI	IERSTON	IE				01/1	4/2015
	PARTICIPANT				Curr	· Last Name		Cur First	Namo		Sec Last Na	2000	1.1
	Participant	ID: C552	-5659-066			NNINGHAM		MARION			Seclastin		
	Group					Address:							
	Birth Da	ate: 03/0	3/1990	Age:	24								
			OUDING										
	PARTICIPAN						ECT ESC:	=EXIT F1=VIE	EW PROC	GRAM)			
	Last Name/	ID	First Nan	ne	_	Birth Date				Second	Name/City		JIII
	CADE C552-62M9-4	4104-00	RICKY		М	04/11/1994 Current	4012 IN	IDIANA		WENTZ	/ILLE		
	CUNNINGHA C552-6201-2		RICHIE			08/15/2012 Current	123 HA	PPY DAYS		SPRINGF	IELD		
		Sele	ect the j	tep 4: particip it to ad		nt you							
												•	

	rstone 13.4mtrose F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=1	Vext F12=Cancel TextEdit	_ []	×
CUNNING	SHAM, LISA 555555 CORNEF	STONE	12/22/2	014
	PARTICIPANT			
	Participant ID: C552-5659-0665-00 CUNNINGHAM	Cur First Name MARION	Sec Last Name	
	Group ID: Address:	MARION		
	Birth Date: 03/03/1990 Age: 24			
	Dir cir Date. 03/03/1990 Age. 24			
	PA50 - WIC BENEFITS GROUPING			
	WIC Group Information Proxy	Step 5:		
		complete the "Relati		
	Detail Active Family Summary	<f4> Sav</f4>		
			-	
	Family ID: 55555500000020 Head of Househol	. C552-5659-0665-00 - CUNNING		
	Family ID: 55555500000020 Head of Househol	. C22-2029-0002-00 - COMMING	HAM, MARION	
	Participant ID: C552-6201-2232-00	Receiving Benefits in t	his Group	
	Last Name: CUNNINGHAM			
	First Name: RICHIE			
	Relationship: SON			
	F End WIC Benefits Group	Politionship		
	Start Date: 12/22/2014	Relacionship		
	End Date: / /			
	F8=PARTICIPANT LOOK-U	P F9=SERVICE ENTRY		
	FO-PARTICIPANT LOOK-0			

💕 Corne	erstone 13.4mtr059						_	
F1=Help	F3=Return F4=Sav	ve F5=Add F6=Edit	F7=Delete F11=	Next F12=Cancel	TextEdit			
CUNNING	GHAM, LISA	555555	CORNE	RSTONE			12/22	/201
	PARTICIPANT							
			Cur Last Name		st Name	Sec Last I	Name	
	Participant ID: C	552-5659-0665-00	CUNNINGHAM	MARIO	N			
	Group ID:	<u> </u>	Address:					
	Birth Date: 03	3/03/1990 Age:	24					
Ī	PA50 - WIC BENEFITS	GROUPING						1
	WIC Group	Information	Proxy	Information		EBT Card Iss	uance	
	Detail	Active Family	y Summary	Non-HOH	History	нон	History	
	Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date 🔶	
	55555500000020		MARION	CUNNINGHAM	HOH	12/22/2014	11	
		C552-6201-2232-00	RICHIE	CUNNINGHAM	SO	12/22/2014	11	
			7					
			-					
14/	e have now	V						
succes	ssfully added a							
partici	pant to a HOH							
							~	
		F8=PAF	RTICIPANT LOOK-U	JP F9=SERVI	CE ENTRY			

Adding the Head of Household:

Step 1:	verify the name of the HOH is in the Participant Standard Processing Block								
Step 2:	in the "Detail" tab, <f5> Add</f5>								
Step 3:	select "New Family ID"	lect "New Family ID"							
Step 4:	s the HOH participating in WIC?								
	YES	NO							
	check the "Receiving Benefits in this Group" field	check the "Receiving Benefits in this Group" field leave the "Receiving Benefits in							
	this Group" field blank								
Step 5:	<f4> Save</f4>								

Adding participants to a Head of Household:

Step 1:	in the "Detail" tab, <f5> Add</f5>							
Step 2:	select "Add to Family ID"							
Step 3:	enter "Participant ID" or "Last Name" and "First Name"							
Step 4:	Step 4: select the participant you are wanting to add							
Step 5:	complete the "Relationship" field							
Step 6:	<f4> Save</f4>							