

WIC Benefits Grouping & Base Date Synchronization

Version 13.4
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Goals & Objectives

- Provide tools to local staff to assist in grouping WIC families and issuing WIC food benefits per stat policy.

- Following the webcast, participants will be able to:
 - Describe how the WIC Benefits Grouping screen works.
 - List the steps for determining the WIC Head of Household.
 - Explain why base dates must be standardized.
 - Complete a case study activity in which the family's base dates synchronize.

WIC EBT Readiness

- WIC Electronic Benefit Transfer (EBT) is an electronic system that replaces paper food checks with a card for benefit issuance and redemption at authorized vendors.
- To facilitate implementation of WIC EBT, there are certain functions or requirements that must be fulfilled before we can begin providing WIC EBT; this is known as EBT Readiness.
- The requirements for EBT Readiness are being implemented in phases.

Phase 1

- High speed internet
- Converting Cornerstone to a web-enabled version referred to as Vstone (still in progress)
- Phase 1 does not need to be completed prior to implementation of Phase 2



Phase 2

- Assigning a Head of Household for the family
- Grouping families to generate a family ID
- Synchronizing base dates for family members
WIC benefits

Statewide February 9, 2015

PA50- WIC Benefits Grouping

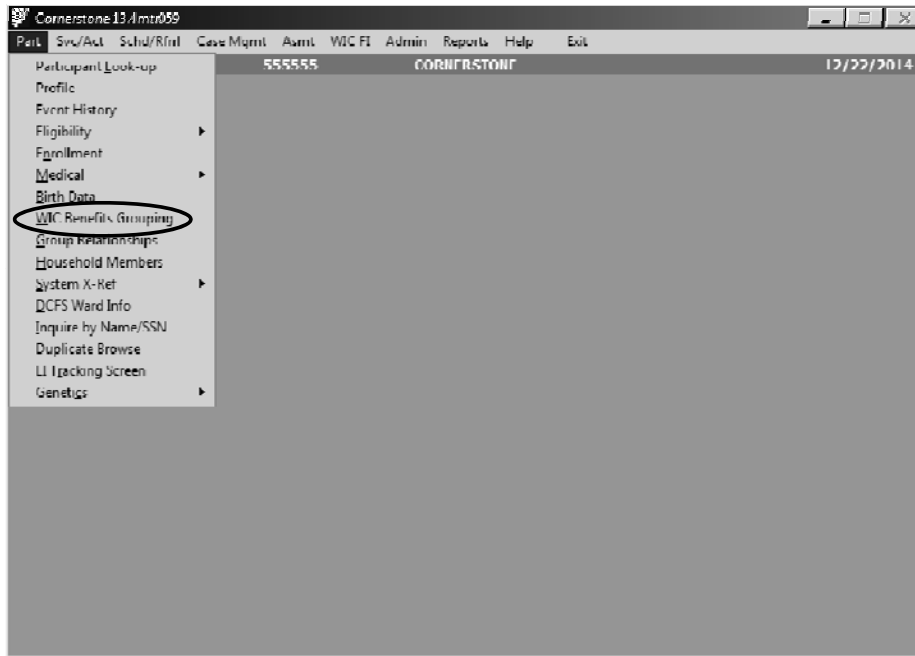
- New WIC only screen to:
 - Identify a Head of Household (HOH)
 - Assign family members to a group
 - Generate a Family ID
- In the future:
 - will be used to issue EBT cards
 - document proxy information

The screenshot shows a web-based form for managing WIC benefits. At the top, under the heading 'PARTICIPANT', there are fields for 'Participant ID', 'Group ID', 'Birth Date', 'Age', 'Cur Last Name', 'Cur First Name', 'Sec Last Name', and 'Address'. Below this is a section titled 'PA50 - WIC BENEFITS GROUPING' with three main tabs: 'WIC Group Information', 'Proxy Information', and 'EBT Card Issuance'. The 'WIC Group Information' tab is active and contains sub-tabs: 'Detail', 'Active Family Summary', 'Non-HOH History', and 'HOH History'. The 'Detail' sub-tab is selected, displaying a form for adding a family member. It includes a 'Family ID' field, a 'Head of Household' section with 'Participant ID', 'Last Name', 'First Name', and 'Relationship' dropdown, and a 'Receiving Benefits in this Group' checkbox. There are also 'Start Date' and 'End Date' fields, and an 'End WIC Benefits Group Relationship' checkbox. At the bottom of the form, there are two buttons: 'F8 - PARTICIPANT LOOK-UP' and 'F9 - SERVICE ENTRY'.

PA50- WIC Benefits Grouping

- Will need to assign screen access to appropriate staff

Found in the "Part" drop down menu



PA06 versus WIC PA50

PA06- Participant Group Relationships

- No longer used for WIC purposes
- May be used for other Cornerstone programs

PA50- WIC Benefits Grouping

- WIC only screen
- Assigning a HOH in the PA50 and grouping other participating family members is required to issue food instruments
- In the future, will be used to issue the EBT card

WIC Head of Household (HOH)

- May or may not be participating in WIC

P, B, N	I, C	Foster
<ul style="list-style-type: none">• HOH for herself and any family members	<ul style="list-style-type: none">• HOH is who the child lives with the majority of the time	<ul style="list-style-type: none">• Foster parent is HOH for each foster child

Certifying Parent vs. Proxy vs. HOH

Certifying Parent	Proxy	HOH
Parent, guardian, foster parent or caretaker	Any person designated by a woman participant or parent/caretaker to obtain & transact FI's and/or receive nutrition education on behalf of a participant	May also be the certifying parent or proxy
Signs the WIC Program Client Certification form	Parents or caretakers applying on behalf of child and infant participants are not proxies	
	Cannot sign the WIC Program Client Certification form	

WIC HOH

- REQUIRED prior to assigning food packages
- Data Error Warning at AS02- WIC

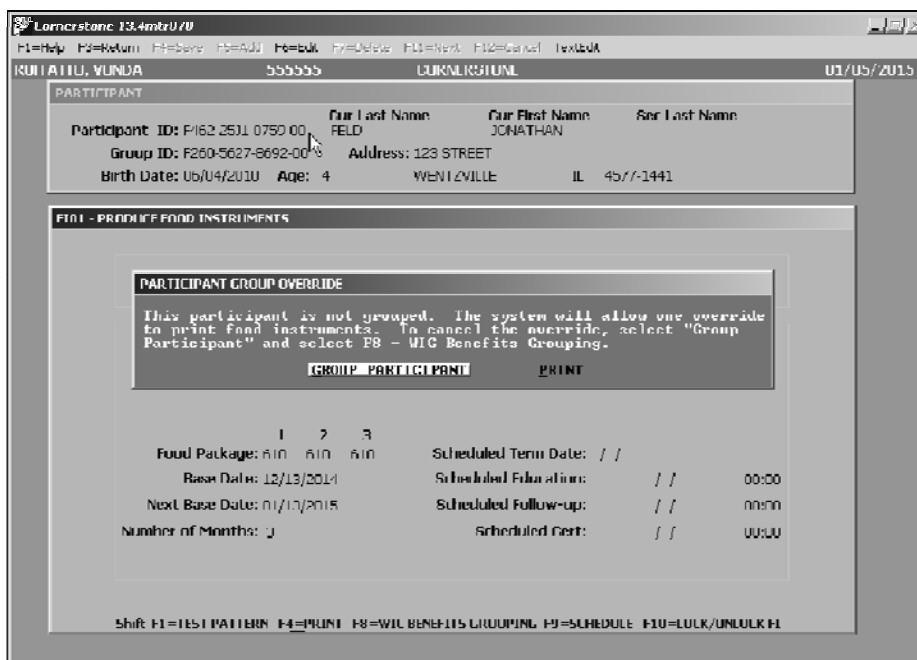
The screenshot shows a software window titled 'COUNCILSTAR' with a menu bar (File, Help, F2=Return, F3=Save, F5=Add, F6=Edit, F7=Delete, F8=Print, F9=Cancel, TextEdit) and a date of 12/24/2014. The window displays participant information for CUNNINGHAM, LISA (Participant ID: C552-2501-3652-00, Group ID: 555555, Birth Date: 02/21/2013, Age: 1, Address: 777 SHADY LAKE, SPRINGFIELD, IL 62701). Below this is a table for 'USE MONTH' and 'FOOD PKG' with values for months 1 through 11. A 'Data Error/Warning' dialog box is overlaid on the screen, displaying a warning icon and the text: 'Please correct the following errors: Participant must be in a group.' with an 'OK' button.

USE MONTH	FOOD PKG	USE MONTH	FOOD PKG	USE MONTH
12		3		6
1		4		7
2		5		8
				10
				11

HOH Override

- **One-time ONLY** option to override HOH requirement
 - Secondary education appointments
 - “K” visits
- Participant education very important so they are prepared at next visit.

HOH Override Window



WIC HOH Only

- WIC HOH only option
 - Person who is identified as HOH for the group, but not participating in WIC herself
 - Must be enrolled in Cornerstone on the PA03-Participant Enrollment, required fields include:
 - Current first and last name
 - Birthdate
 - Sex
 - Cornerstone consent required if not previously in Cornerstone

WIC HOH Only- PA03

Current Name(L,F,M,I): CUNNINGHAM SCHE Part ID: * * *

Birth Name(L,F,M,I): CUNNINGHAM SCHE Group ID: * * *

Second Last Name: Title (Ex: Jr) Registration

Also Known As: WIC: Head of Household Only Soc: *

Mother Maiden Name: Birth Date: / /

Household Size: 1 Annual Income: Medical Risk: Language: *

Registration Date: 12/22/2014 Referral Source: SSN: Death Date: / /

Hispanic Origin: Races: Disabilities: *

Asian Sub-Category: Residential Status: Current Services: *

Marital Status: Education: Employment Status: Occupation: *

Pregnant: PCP: *

12-SHARED DATA 18-CARD PROVIDERS 19-ADDRESS 210-PROGRAM BPO

- Current name will auto-fill from the PA01 screen
- Enter birthdate
- Enter sex
- Once these are entered, WIC HOH only box will allow you to check
 - <F4> Save

WIC HOH Only- PA03

- Address
 - Not required for WIC HOH only
 - Will allow syncing of other members with the same Family ID if entered

The screenshot shows a software window titled 'Cornerstone 12.4.10.000' with a menu bar (File, Help, F3=Return, F4=Save, F3=Add, F6=Edit, F7=Delete, F11=Next, F12=Cancel, Tool Edit). The main window displays a form for 'CUNNINGHAM, LISA' with SSN 'SSSSSS' and 'CORNERSTONE' affiliation. The form is for 'PARTICIPANT ENROLLMENT' and includes the following fields:

- Current Name(L,F,MI): CUNNINGHAM, MARKON
- Birth Name(L,F,MI): CUNNINGHAM, MARKON
- Second Last Name: [Empty]
- Also Known As: [Empty]
- Mother Maiden Name: [Empty]
- Birth Date: 03/03/1990
- Annual Income: [Empty]
- Medical Risk: [Empty]
- Registration Date: 12/22/2014
- Referral Source: [Empty]
- SSN: [Empty]
- Death Date: //
- Languages: [Empty]
- Disabilities: [Empty]
- Hispanic Origin: [Empty]
- Races: [Empty]
- Acorn Sub-Category: [Empty]
- Residential Status: [Empty]
- Marital Status: [Empty]
- Education: [Empty]
- Employment Status: [Empty]
- Occupation: [Empty]
- PCP: [Empty]

A dialog box titled 'Add Residential Address' is overlaid on the form, containing the message: 'No residential address exists for this participant. Would you like to add one now?' with 'Yes' and 'No' buttons.

WIC HOH Only- PA03

WIC HOH Only- PA03

Current Name(L,F,M): CLIFFINGHAM MARRON Part ID: []

Birth Name(L,F,M): CLIFFINGHAM MARRON Group ID: []

Second Last Name: [] Vols (Use A-Z): [] Relation: []

Also Known As: [] Birth Date: 11/03/1990 Sex: F FEMALE

Mother Maiden Name: []

Household Size: 1 Annual Income: []

Registration Date: 12/22/2014 Medical Rbk: [] Languages: []

SSN: [] Death Date: []

Hispanic Origin: []

Races: []

Asian Sub-Category: []

Residential Status: []

Marital Status: []

Education: []

Employment Status: []

Occupation: []

Pregnant: [] PCN: []

12-SHARED DATA 18-CARE PROVIDERS 19-ADDRESS 11-PROGRAM INFO

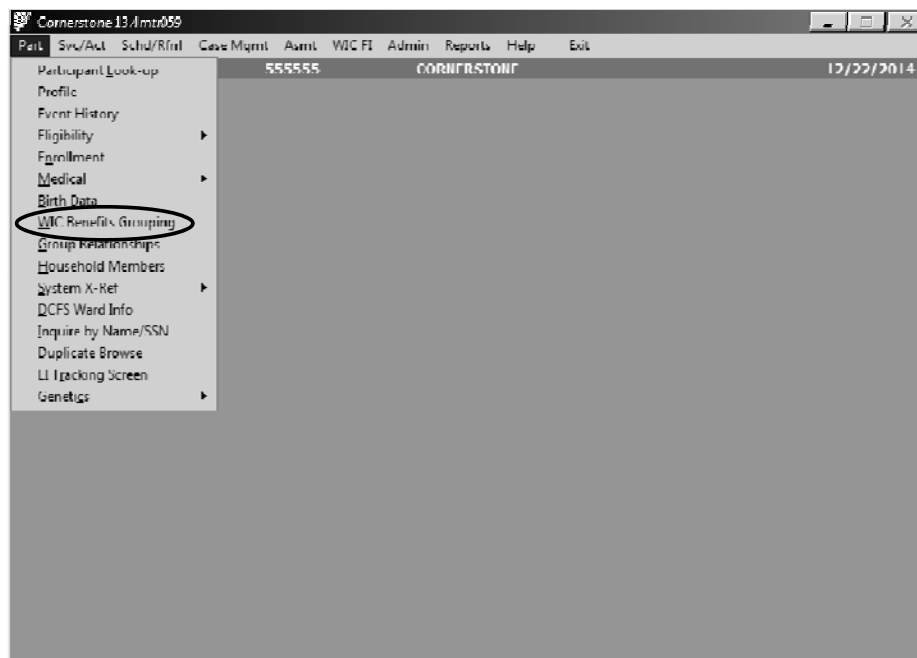
- Household Size
 - Will default to “1”
 - Do not change
- Registration Date
 - Will default to current date
 - Do not change
- Will generate a Participant ID

WIC HOH

- If the HOH was not a HOH-only but also participating in the program, you would complete the PA03 screen as normal if needed

Adding HOH on the PA50

Select “WIC Benefits Grouping”



With the "Detail" tab highlighted,
<F5> Add

ComcastOne13.4.mtu059

F1_Help F2_Return F4_Save F5_Add F6_Edit F7_Delete F11_Next F12_Cancel TextEdit

CUNNINGHAM, LISA 555555 CORNLIESTON 12/22/2014

PARTICIPANT

Participant ID:	0552 0669 0665 00	Cur Last Name	CUNNINGHAM	Cur First Name	MARION	Sec Last Name	
Group ID:	- - -	Address:					
Birth Date:	03/03/1990	Age:	24				

PASS - WIC BENEFITS GROUPING

WIC Group Information Proxy Information EBT Card Issuance

Detail Active Family Summary Non-HOH History HOH History

Family ID: Head of Household:

Participant ID: - - - Receiving Benefits in this Group

Last Name:

First Name:

Relationship:

End WIC Benefits Group Relationship

Start Date: / /

End Date: / /

F5=PARTICIPANT LOOK UP F9=SERVICL ENTRY

Select "New Family ID"

The screenshot displays a software interface for managing participant information. At the top, a menu bar includes options like F1=Help, F3=Return, F4=Save, F5=Add, F6=Edit, F7=Delete, F11=Next, and F12=Cancel. The main window title is 'CUNNINGHAM, LISA' with a date of '12/22/2014'. Below this, a 'PARTICIPANT' section contains fields for 'Participant ID' (CS52-5659-0665-00), 'Cur Last Name' (CUNNINGHAM), 'Cur First Name' (MARION), 'Group ID', 'Address', 'Birth Date' (03/03/1990), and 'Age' (21). A 'WIC BENEFITS GROUPING' section is visible, with tabs for 'WIC Group Information', 'Proxy Information', and 'EBT Card Issuance'. The 'WIC Group Information' tab is active, showing a 'Family ID' field with a dropdown menu. A dialog box is overlaid on this field, titled 'PLEASE SELECT AN OPTION', with 'New Family ID' selected. Other fields in the dialog include 'Participant ID', 'Last Name', 'First Name', 'Relationship', and 'Lnd WIC Benefits Group Relationship'. At the bottom of the window, there are buttons for 'F8 PARTICIPANT LOOK-UP' and 'F9 SERVICE ENTRY'.

Fields will auto-fill,
<F4> Save

Windows title bar: Cornerstone 13 Admin050

Menu bar: F1=Help F2=Return F3=Save F4=Add F5=Edit F6=Delete F11=Next F12=Cancel TextEdit

Header: CUNNINGHAM, LISA 555555 CORNERSTONE 12/22/2014

PARTICIPANT

Participant ID:	CS52-5659-0665-00	Cur Last Name:	CUNNINGHAM	Cur First Name:	MARION	Sec Last Name:	
Group ID:	- - -	Address:					
Birth Date:	03/03/1990	Age:	24				

PASS - WIC BENEFITS GROUPING

WIC Group Information | Proxy Information | FRT Card Issuance

DeLail | Active Family Summary | Non HHH History | HHH History

Family ID: **Head of Household:**

Participant ID: CS52-5659-0665-00 Receiving Benefits in this Group

Last Name: CUNNINGHAM

First Name: MARION

Relationship: HOH HEAD OF HOUSEHOLD

End WIC Benefits Group Relationship

Start Date: / /

End Date: / /

Buttons: F4=PARTICIPANT LOOK UP F9=SERVICE ENTRY

“Active Family Summary” will display, Family ID is generated

Cornerstone 13.4.mtd059

F1=Help F2=Return F3=Save F4=Add F5=Edit F6=Delete F11=Next F12=Cancel TextEdit

CUNNINGHAM, LISA 555555 CORNERSTONE 12/22/2014

PARTICIPANT

Participant ID: C552-5659-0665-00 Cur Last Name: CUNNINGHAM Cur First Name: MARION Sec Last Name:

Group ID: Address:

Birth Date: 03/03/1990 Age: 24

PASO - WIC BENEFITS GROUPING

WIC Group Information Proxy Information EBI Card Issuance

Detail Active Family Summary Non-HOH History HOH History

Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date
5555500000020	C552-5659-0665-00	MARION	CUNNINGHAM	HOH	12/22/2014	11

F8=PARTICIPANT LOOK-UP F9=SERVICE ENTRY

“Receiving Benefits in this Group”

- Field to indicate when a HOH is participating in WIC and receiving food benefits under this Family ID
- Leave blank if not applicable
- Will not be an available field for infant/children participants

Now we can add those associated
with this HOH who will be
participating in WIC

<F8> Participant Look-Up

Cornerstone 13.4.mtd059

F1=Help F2=Return F3=Save F4=Add F5=Edit F6=Delete F11=Next F12=Cancel text:edit

CUNNINGHAM, LISA 555555 CORNERSTONE 12/22/2014

PARTICIPANT

Participant ID: C552-5659-0665-00 Cur Last Name: CUNNINGHAM Cur First Name: MARION Sec Last Name:

Group ID: Address:

Birth Date: 03/03/1990 Age: 24

PASO - WIC BENEFITS GROUPING

WIC Group Information Proxy Information EBI Card Issuance

Detail Active Family Summary Non-HOH History HOH History

Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date
55555500000020	C552-5650-0665-00	MARION	CUNNINGHAM	HOH	12/22/2014	11

F8=PARTICIPANT LOOK-UP F9=SERVICE ENTRY

PA01 to begin the Enrollment Process

Cornerstone 11.4.mtd059

F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit

CUNNINGHAM, LISA 555555 CORNERSTONE 12/22/2011

PA01 - PARTICIPANT LOOK-UP

DEMOGRAPHIC LOOK-UP

Name (LAST, FIRST): _____ , _____

Sex: _____

Birth Date: / / _____

RIN LOOK-UP: _____

Case ID LOOK-UP: _____

Part ID LOOK-UP: _____

F6=PROFILE F9=ENROLLMENT F12=CLEAR LOOKUP DATA

PA03-Participant Enrollment

- Completed as normal since this is someone who is participating in the program

Participant Enrollment

CUNNINGHAM, LISA 555555 CORNERSTONE 12/30/2014

Current Name(L.F.MI): CUNNINGHAM PISCHE Part ID: 659E703E992E00
 Birth Name(L.F.MI): CUNNINGHAM PISCHE Group ID:
 Second Last Name: Title (Pr. S): Relationship:
 Also Known As: WIC Head of Household Only
 Mother Maiden Name: Birth Date: 08/15/2012 Sex: M MALE

Household Size: 4 Annual Income: \$12,000
 Registration Date: 12/22/2014 Medical Risk:
 Referral Source: DHS LOCAL DHS OFFICE Languages: ENG 104
 SSN: - - Death Date: / /
 Hispanic origin: 00 NOT HISPANIC OR LATINO
 Race: 10 WHITE Disabilities:
 Asian Sub-Category:
 Residential Status: 01 DOMICILED Current Services: 10 STATE, COUNTY OR CITY
 Marital Status:
 Education:
 Employment Status:
 Occupation:
 Pregnant: PCP:

12 - SHARED DATA 18 - CARE PROVIDERS 19 - ADDRESS 20 - PROGRAM INFO

PA15- Program Information

- Completed as normal
- <F4> Save
- <F3> Return

Participant ID: 0842-4201-2202-00 CONROBROU
 Group ID: ADDRESS 123 HAPPY DAYS
 Birth Date: 09/15/2012 Age: 2 SPRINGFIELD IL 62702 Sex: F

Program ID: WOMEN, INFANTS AND CHILDREN
 Category: CHILD
 Program Status: INCOME ELIGIBLE As of: 12/22/2014
 Termination Reason:
 Household Size: 4
 Annual Income: 112,000
 Print out file: ALL KEYS < 200% PPI
 Location Code: 0 LOCATION NOT ASSIGNED
 Date of Initial Contact: 12/22/2014

Open/Cert Date: // TRANSFER INFORMATION
 Actual Closed/Term Date: // From Clinic:
 Sched Closed/Term Date: // From Date: //
 Last update Date: 12/22/2014

12-MARSHL DATA 10-CP HISTORY 19-PLNCLAS/DIS 110-ENROLLMENT PLAN PLAN

Adding Family Members to PA50

- Notice the HOH is the person we are adding family members under
- <F5> Add

The screenshot shows a software window titled 'CORREXTIME' with a date of 12/22/2014. The main area is divided into sections. The top section is 'PARTICIPANT' and contains the following fields:

Participant ID:	Cur Last Name:	Cur First Name:	Sec Last Name:
C583 5685 0685 00	CURRIBUSHAM	MARSON	

Below this are fields for 'Group ID', 'Birth Dates' (03/03/1990), and 'Age' (24). The next section is 'WIC GROUP INFORMATION' with sub-sections for 'WIC Group Information', 'Proxy Information', and 'EBT Card Issuance'. Under 'WIC Group Information', there are tabs for 'Detail', 'As User Family Summary', 'Non-NOM Military', and 'NOM Military'. The 'Detail' tab is active, showing:

Family ID: Head of Household:

Participant ID:	C37-2074-0203-00	<input type="checkbox"/> Receiving benefits in this group
Last Name:	CURRIBUSHAM	
First Name:	MARSON	
Relationship:	HOH HEAD OF HOUSEHOLD	
	<input type="checkbox"/> End WIC Benefits Group Relationship	
Start Dates:	/ /	
End Dates:	/ /	

At the bottom of the window are two buttons: 'F5 - PARTICIPANT LOOK-UP' and 'F5 - SERVICE ENTRY'.

Please Select an Option Box

For this example, we are adding to the existing Family ID that was generated when we identified the HOH

Adding a Family Member to the HOH

You may search by “Participant ID” or “Last Name” *and* “First Name”
 Press <enter> to display the Participant Browse window

Cornerstone13Ap
 =Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit
 CUNNINGHAM, LISA 555555 CORNERSTONE 01/14/2015

PARTICIPANT

Participant ID: C552 5659 0665 00 Cur Last Name: CUNNINGHAM Cur First Name: MARION Sec Last Name:
 Group ID: - - - Address:
 Birth Date: 03/11/1990 Age: 24

PARTICIPANT BROWSE LOCAL (CTRL-F) JUMP ENTER=SELECT ESC=EXIT F1=VIEW PROGRAM

Last Name/ID	First Name	PI	Birth Date	Address	Second Name/City
CADE C552-62H9-4104-00	RICKY	M	04/11/1994 Current	4012 INDIANA	WENTZVILLE
CUNNINGHAM C552-6201-2232-00	RICHIE		03/15/2012 Current	123 HAPPY DAYS	SPRINGFIELD

Adding a Family Member to the HOH

Choose the participant by highlighting the name of the person to be added and pressing <enter>

Cornerstone13.4.mbr039
 =Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit

CUNNINGHAM, LISA 555555 CORNERSTONE 12/22/201

PARTICIPANT

Participant ID:	C5G2-5G59-0G65-00	Cur Last Name:	CUNNINGHAM	Cur First Name:	MARION	Sec Last Name:	
Group ID:		Address:					
Birth Date:	03/03/1990	Age:	24				

PASO - WIC BENEFITS GROUPING

WIC Group Information	Proxy Information	EBT Card Issuance
<i>Detail</i>	Active Family Summary	Non HOH History
		HOH History

Family ID: 555550000020 Head of Household: C5G2-5G59-0G65-00 CUNNINGHAM, MARION

Participant ID: C5G2-G201-2232-00 Receiving Benefits in the Group

Last Name: CUNNINGHAM

First Name: RICHIE

Relationship:

End WIC Benefits Group Relationship

Start Date: / /

End Date: / /

F8=PARTICIPANT LOOK-UP F9=SERVICE ENTRY

Adding a Family Member to the HOH

- Participant ID, Last Name and First Name will auto-generate
- In the "Relationship" field, type in the correct relation code or use the drop down menu to indicate the relationship of the participant to the HOH
- <F4> to save

Adding a Family Member to the HOH

Cornerstone 13.4.mtr059

F1=Help F2=Return F3=Save F4=Add F5=Edit F6=Delete F11=Next F12=Cancel TextEdit

CUNNINGHAM, LISA 555555 CORNERSTONE 12/22/2014

PARTICIPANT

Participant ID:	C552-0659-0665-00	Cur Last Name:	CUNNINGHAM	Cur First Name:	MARION	Sec Last Name:		
Group ID:	- - -	Address:						
Birth Date:	03/03/1990	Age:	24					

PASO - WIC BENEFITS GROUPING

<i>WIC Group Information</i>	<i>Proxy Information</i>	<i>FRT Card Issuance</i>	
<i>Detail</i>	<i>Active Family Summary</i>	<i>Non HOH History</i>	<i>HOH History</i>

Family ID: 55555500000020 Head of Household: C552-5659-0665-00 - CUNNINGHAM, MARION

Participant ID: C552-0201-2232-00 Receiving Benefits in this Group

Last Name: CUNNINGHAM

First Name: RICHIE

Relationship: SO SON

End WIC Benefits Group Relationship

Start Date: 12/22/2014

End Date: / /

TU=PARTICIPANT LOOK UP T9=SERVICL ENTRY

Completing the Visit

- If you are adding additional family members, repeat the process
- When you are finished adding family members, complete the remainder of the visit as normal

Synchronizing Base Dates

Synchronizing Base Dates

- Agencies will no longer be able to change base dates
- Base dates for members with the same Family ID will be synched
 - Date used for the family will be the date of the first person **certified after** release of Version 13.4
 - Dates will synch for each participant when they come in for their certification appointment
 - If a family member is coming in for an education and the participating HOH is being certified, the date used for synching base dates will be the certification date for the participating HOH
 - The family member coming in for education will not synch until their next certification visit

Comment: T3.4th051
 =Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit
 CUNNINGHAM, LISA 555555 CDROM HISTORY 1/27/2015

PARTICIPANT

Participant ID: C552-6201-2232-00 Cur Last Name CUNNINGHAM Cur First Name RICHIE Sec Last Name
 Group ID: Address: 174 HAPPY DAYS
 Birth Date: 08/15/2012 Age: 2 SPRINGFIELD IL 62701

AS02 - WIC

CHP: 300010021 CUNNINGHAM LISA
 Certification Date: 12/30/2014
 Scheduled Base Date: 02/26/2015
 Priority: 3
 Category: CHILD
 Education Scheduled: 0 / Attended: 0
 Base Date: 02/26/2015

USE MONTH	FOOD PKG	USE MONTH	FOOD PKG	USE MONTH	FOOD PKG	USE MONTH	FOOD PKG
12	350	3	350	6	350	9	
1	350	4	350	7		10	
2	350	5	350	8		11	

Remainder Month:

F9-SCHEDULE F10-MP/FORMULA PGUP PGDN

RISK FACTORS

RISK	DESCRIPTION
D010	UNDERWEIGHT
F040	AT RISK OF OVERWEIGHT
R020	INAPPROPRIATE NUTR PRACTICES

Synchronizing Base Dates

Certification date is the date certified, however base date will default to the 28th of the month if the certification date falls on the 29th, 30th, or 31st

Cornerstone 13.4tr052
 =Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit
 CUNNINGHAM, LISA 555555 CORNERSTONE 12/30/2015

PARTICIPANT

Participant ID: C552-0201-2252-00 Cur Last Name: CUNNINGHAM Cur First Name: KIMIE Sex Last Name:
 Group ID: Address: 123 HAPPY DAYS
 Birth Date: 08/15/2012 Age: 2 SPRINGFIELD IL 62701

AS92 - WIC

CHIP: 0
 Certification Date: 12/30/2014
 Scheduled Term Date: 12/30/2015
 Priority: 3
 Category: CHILD
 Education Scheduled: 0 Attended: 0
 Base Date: / /

USE MONTH	FOOD PKG	USE MONTH	FOOD PKG	USE MONTH	FOOD PKG	USE MONTH	FOOD PKG
12		3		6		9	
1		4		7		10	
2		5		8		11	

Remainder Month:

F9=SCHEDULE F10=MP/FORMULA PGUP PGDN

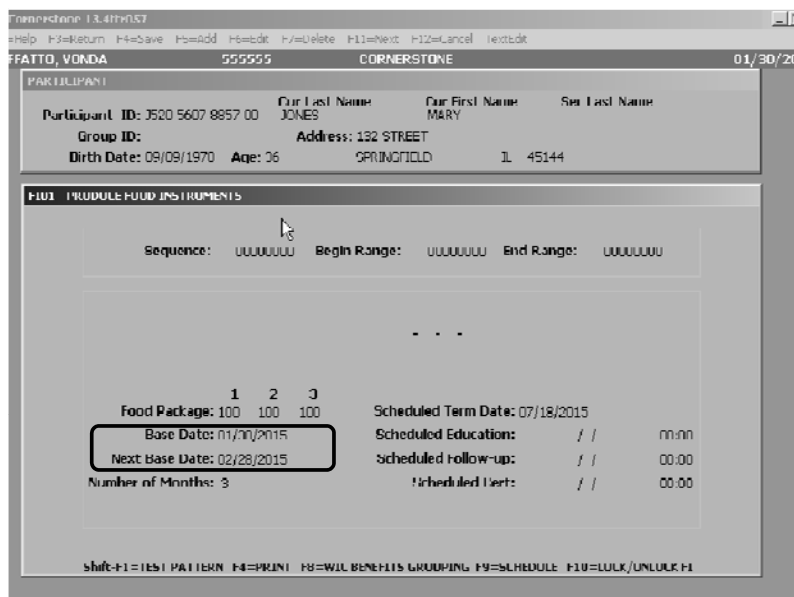
RISK FACTORS

RISK	DESCRIPTION
D010	UNDERWEIGHT
E040	AT RISK OF OVERWEIGHT
S020	INAPPROPRIATE NUTR. PRACTICES

Synchronizing Base Dates

Remainder Month:

- To account for the pro-rates issued in the first month
- Will allow assignment of age appropriate food packages throughout the certification period when no more months remain
- Cornerstone will activate if needed



Synchronizing Base Dates

Months are based on 28 days to account for those with 30 or less days

Synchronizing Base Dates

F1 Help F3 Return F4 Save F5 Add F6 Edit F7 Delete F11 Next F12 Cancel TextEdit

TESTING, NAME 300006 CORR RESTOR 01/13/2015

PARTICIPANT

Participant ID: 1600-1401-4602-00	Cur Last Name: TREE	Cur First Name: APPLE	Sec Last Name:
Group ID:	Address: 1542 TEST DR		
Birth Date: 01/02/2014	Age: 1	CHATHAM	IL 62629

FI01 - PRODUCE FOOD INSTRUMENTS

Sequence: 00000000 Begin Range: 00000000 End Range: 00000000

PARTICIPANT IS IN A GROUP:			
1600-1401-4602-00	Base Day:	24	
TREE	APPLE		
PGUP PGDN			

Food Package:	1 2 3	Scheduled Term Date:	12/24/2015
	300 305 310	Scheduled Education:	// 00:00
Base Date:	12/24/2014	Scheduled Follow-up:	// 00:00
Next Base Date:	01/24/2015	Scheduled Cert:	// 00:00
Number of Months:	3		

Shift F1=TEST PATTERN F4=PRINT F8=WIC BENEFITS GROUPING F9=SCHEDULE F10=LOCK/UNLOCK FI

Cornerstone 13.4tr05 /

Help F3-Return F4-Copy F5-Add F6-Edit F7-Delete F8-Next F9-Cancel TextFid

FATTO, VONDA 555555 CORNERSTONE 01/30/2015

FIG2 - FOOD INSTRUMENTS INQUIRE

Participant ID: JS205607005700 JONES MARY
 OR
 Sequence: 00000000

14-13881111 INQUIRE # 110-VIID/REISSR 11 P10P P10N

SEQUENTIAL FIGS									
SEL	SEQUENCE	PART ID	PKG #	FROM	TO	ISSUE	STAT	VOID	REC
	00001523	JS205607005700	100	03/28/2015	04/28/2015	01/30/2015			
	00001527	JS205607005700	100	03/28/2015	04/28/2015	01/30/2015			
	00001521	JS205607005700	100	03/20/2015	04/20/2015	01/30/2015			
	00001520	JS205607005700	100	03/20/2015	04/20/2015	01/30/2015			
	00001519	JS205607005700	100	02/20/2015	03/20/2015	01/30/2015			
	00001518	JS205607005700	100	02/28/2015	03/28/2015	01/30/2015			
	00001517	JS205607005700	100	02/28/2015	03/28/2015	01/30/2015			
	00001516	JS205607005700	100	02/28/2015	03/28/2015	01/30/2015			
	00001515	JS205607005700	100	01/30/2015	02/28/2015	01/30/2015			
	00001514	JS205607005700	100	01/30/2015	02/28/2015	01/30/2015			
	00001513	JS205607005700	100	01/30/2015	02/28/2015	01/30/2015			
	00001512	JS205607005700	100	01/30/2015	02/28/2015	01/30/2015			

Synchronizing Base Dates

If pro-rates are issued in the first month to synch the dates, may not actually be printing 3 full months of food instruments

Case Studies

- Scheduling participants and how many food instruments to print will depend on each family members base day and term dates
 - You may want to print only 2 months for 1 family member, but 3 for the other in order to have them return on the same day

Adding Multiple Family ID's to one HOH

(Foster parent example)

Adding Multiple Family ID's

- Process is the same until we are ready to group family members

Adding Multiple Family ID's

- In the “Active Family Summary”, Mary has a current “Family ID” associated with her

The screenshot shows a software window titled "CORROSION" with a date of "01/05/2015". It displays participant details for Mary Williams, including her ID (V452 5009 8840 00), birth date (08/23/1998), and age (16). Below this, there are tabs for "WIC Group Information", "Proxy Information", and "EBT Card Issuance". The "Active Family Summary" tab is selected, showing a table with the following data:

Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date
05555000000051	V452 5009 8840 00	MARY	WILLIAMS	HOH	01/05/2015	/ /

At the bottom of the window, there are buttons for "FB-PARTICIPANT LOOK-UP" and "FD-SERVICE ENTRY".

Adding Multiple Family ID's

The screenshot shows a software window titled "CORRISSTONE" with a date of "01/05/2015". The interface is divided into several sections:

- PARTICIPANT:** Contains fields for "Participant ID" (0445 5055 8845 00), "Cur Last Name" (WILLIAMS), "Cur First Name" (MARY), "Sec. Last Name", "Group ID", "Address", "Birth Date" (08/23/1998), and "Age" (16).
- WIC BENEFIT'S GROUPING:** Includes tabs for "WIC Group Information", "Proxy Information", and "EBT Card Issuance".
- Detail:** A sub-section with tabs for "Active Family Summary", "Non-HOH History", and "HOH History".
- Family ID:** A section for adding a new family member, including fields for "Participant ID", "Last Name", "First Name", "Relationship" (a dropdown menu), and checkboxes for "Head of Household" and "Receiving benefits in this group". It also has fields for "Start Dates" and "End Dates".

At the bottom of the window, there are two buttons: "F8 - PARTICIPANT LOOK-UP" and "F9 - SERVICE ENTRY".

- To add family members to a WBG relationship, the HOH will be displayed in the PSPB and additional family members added under them
- In this example, the HOH is the foster parent

Adding Multiple Family ID's

- In this example, we have already added the HOH who is participating in WIC
- Since a foster child is a family of 1, we will choose “New Family ID”
- <F5> Add

The screenshot shows a software window titled 'CORNERSTONE' with a date of '01/05/2015'. The main window displays a 'PARTICIPANT' record for 'CUNNINGHAM, LISA' with ID '555555'. Fields include 'Participant ID: UH452-5690-8840-00', 'Cur Last Name: WILLIAMS', 'Cur First Name: MARY', 'Sec Last Name', 'Group ID', 'Address', 'Birth Date: 09/23/1990', and 'Age: 24'. Below this, there are tabs for 'WIC Group Information', 'Proxy Information', and 'EBT Card Issuance'. The 'WIC Group Information' tab is active, showing 'Family ID: 55555500000001' and 'Participant ID:'. A dialog box titled 'PLEASE SELECT AN OPTION' is overlaid on the screen, with 'New Family ID' selected and 'Add to Family ID: 55555500000001' entered. Other fields in the dialog include 'Last Name: MARY', 'First Name: MARY', 'Relationship: HOH', and 'HEAD OF HOUSEHOLD'. At the bottom of the window, there are buttons for 'FB - PARTICIPANT LOOK-UP' and 'F9 - SERVICE ENTRY'.

Adding Multiple Family ID's

- The “Detail” tab will auto-fill, verify the information is correct
- <F4> Save

The screenshot shows a software window titled 'CORNERSTONE' with a date of '01/05/2015'. The window displays a form for a participant named 'WILLIAMS, MARY'. The form includes fields for 'Participant ID' (V452-5609-6040-00), 'Group ID', 'Birth Date' (08/23/1998), and 'Age' (16). Below this, there are tabs for 'WIC Group Information', 'Proxy Information', and 'EBT Card Issuance'. The 'WIC Group Information' tab is active, showing a 'Detail' sub-tab. Under 'Family ID', there is a 'Head of Household' section with fields for 'Participant ID' (V452-8079-8949-00), 'Last Name' (WILLIAMS), 'First Name' (MARY), and 'Relationship' (HOH). There are also checkboxes for 'Receiving Benefits in the Group' and 'End WIC Benefits Group Relationship', and fields for 'Start Date' and 'End Date'.

New Family ID was Generated

Connection 13 / ttr056
 F1=Help F2=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit

CUMMINGS, I TSA 555555 CORNERSTONE 01/05/2015

PARTICIPANT

Participant ID: W452-5609-0040-00	Cur Last Name: WILLIAMS	Cur First Name: MARY	Sec Last Name:
Group ID: - - -	Address:		
Birth Date: 08/23/1990	Age: 24		

P/S0 - WIC BENEFITS GROUPING

<i>WIC Group Information</i>	<i>Proxy Information</i>	<i>CDT Card Issuance</i>
<i>Detail</i>	<i>Active Family Summary</i>	<i>Non-HOH History</i>
		<i>HOH History</i>

Family ID: 555550000052 Head of Household: W152 5609 8810 00 WILLIAMS, MARY

Participant ID: W152 5609 8810 00 Receiving Benefits in this Group

Last Name: WILLIAMS

First Name: MARY

Relationship: HOH HEAD OF HOUSEHOLD

End WIC Benefits Group Relationship

Start Date: 01/05/2015

End Date: / /

18=PARTICIPANT LOOK UP 19=SERVICL ENTRY

55

Adding family members

- In the “Active Family Summary” will display all the Family ID’s
- Select the Family ID to which you wish to add the child by clicking on that row
- Move to the Detail tab

Participant ID: W452 8605 8840 00
 Group ID: - - -
 Birth Date: 08/23/1990 Age: 24

Participant: CUNNINGHAM, LISA 555555 CORNERSTONE 01/05/2015

Participant: Cur Last Name: WILLIAMS Cur First Name: MARY Sec Last Name: MARY

Participant: Address: Birth Date: 08/23/1990 Age: 24

WIC Group Information | Proxy Information | IDT Card Issuance

Detail | **Active Family Summary** | Non-MOM History | MOM History

Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date
5555550000000055	W452-5609-8840-00	MARY	WILLIAMS	MOM	01/05/2015	1/1
5555550000000057	W452 5609 8840 00	MARY	WILLIAMS	MOM	01/05/2015	1/1

18 - PARTICIPANT LOOK UP | 19 - SERVICES LIBRARY

Choose “Add to Family ID”

The screenshot shows a software window titled "Cornerstone 13.4tr056" with a menu bar (F1 Help, F3 Return, F4 Save, F5 Add, F6 Edit, F7 Delete, F11 Next, F12 Cancel, TextEdit). The main window displays participant information for LISA CUNNINGHAM (ID: 555555) at CORNERSTONE on 01/05/2015. The "PARTICIPANT" section includes fields for Participant ID (W452-5609-8840-00), Group ID, Birth Date (08/23/1990), Age (24), and Name fields (Last Name: WILLIAMS, First Name: MARY). Below this is the "PASO - WIC BENEFITS GROUPING" section with tabs for "WIC Group Information", "Proxy Information", and "EBT Card Issuance". The "WIC Group Information" tab is active, showing a "Detail" view for Family ID: 55555500000052. A dialog box titled "PLEASE SELECT AN OPTION" is overlaid on the screen, containing two buttons: "New Family ID" and "Add to Family ID: 55555500000052", along with a "Cancel" button. The background form also shows fields for Participant ID, Last Name, First Name, Relationship (HOH - HEAD OF HOUSEHOLD), Start Date (01/05/2015), and End Date. At the bottom of the window are buttons for "F8 - PARTICIPANT LOOK UP" and "F9 - SERVICE ENTRY".

Search for the participant we are wanting to add

Cornerstone 13.4tr058

F1-Help F3-Return F4-Save F5-Add F6-Edit F7-Delete F11-Next F12-Cancel TextEdit

CUNNINGHAM, I T S A 555555 CORNERSTONE 01/05/2015

PARTICIPANT

Participant ID: W452 5609 8840 00 Cur Last Name: WILLIAMS Cur First Name: MARY Sec Last Name:
 Group ID: - - - Address:
 Birth Date: 00/23/1990 Age: 24

PASO - WIC BENEFITS GROUPING

WIC Group Information Proxy Information EBT Card Issuance

Detail Active Family Summary Non HMO History HMO History

Family ID: 55555500000052 Head of Household: W452-5609-8840-00 - WILLIAMS, MARY

Participant ID: [] Receiving Benefits in this Group
 Last Name: []
 First Name: []
 Relationship: []
 End WIC Benefits Group Relationship
 Start Date: / /
 End Date: / /

F8 - PARTICIPANT LOOK-UP F9 - SERVICE ENTRY

Select the correct participant

Cornerstone 13 Ap1

F1=Help F2=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit

CUNNINGHAM, LISA 555555 CORNERSTONE 01/15/2015

PARTICIPANT

Participant ID: W452-5609-8840-00 Cur Last Name: WILLIAMS Cur First Name: MARY Sec Last Name:

Group ID: - - - Address:

Birth Date: 00/23/1990 Age: 24

PARTICIPANT BROWSE LOCAL (CTRL)-F-JUMP ENTER-SELECT ESC-EXIT F1-VIEW PROGRAM

Last Name/ID	First Name	M	Birth Date	Address	Second Name/City
JAMASON J525-2529-4094-00	JAMES		04/01/1964 Current	1775 GI FFI FLORA	WENTZVILLE
JAMASON J525-2520-0277-00	JAMES		09/29/2008 Current	4416 TURNBULL DR	RALLIUM
JAMASON J525-25A1-3218-00	JAMES	A	07/31/2013 Current	26847 N DEER TRAIL RD	LAS VEGAS
JAMASON J525-2521-0289-00	JAMES	D	10/10/2000 Current	26137 N GRANDOAKS CT	GOLDENVILLE
JONINSON J525-2521-2132-00	JAMES		05/08/2012 Current	1234 BLUEBIRD LANE	SPRINGFIELD

Choose "Relationship"

K:\cornerstone\1.1.14\056

F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit

CUNNINGHAM, LISA 555555 CORNERSTONE 01/05/2015

PARTICIPANT

Participant ID:	W452-5609-8840-00	Cur Last Name	WILLIAMS	Cur First Name	MARY	Sec Last Name		
Group ID:	- - -	Address:						
Birth Date:	08/23/1990	Age:	24					

PASO - WIC BENEFITS GROUPING

WIC Group Information	<i>Proxy Information</i>	<i>EBT Card Issuance</i>	
<i>Detail</i>	<i>Active Family Summary</i>	<i>Non-HOH History</i>	<i>HOH History</i>

Family ID: 55555500000052 Head of Household: W452 5600 8840 00 WILLIAMS, MARY

Participant ID: 1525-2521-2132-00 Receiving Benefits in this Group

Last Name: JOHNSON

First Name: JAMES

Relationship: 15 FOSTER-SON

End WIC Benefits Group Relationship

Start Date: / /

End Date: / /

F8 - PARTICIPANT LOOK-UP F9 - SERVICE ENTRY

Active Family Summary

Cornerstone 13.411.056

11_Help 12_Return 14_New 15_Add 16_Edit 17_Delete 111_Next 112_Cancel text:dit

CUNNINGHAM, LISA 555555 CORNERSTONE 01/05/2015

PARTICIPANT

Participant ID: W452 5609 8840 00 Cur Last Name: WILLIAMS Cur First Name: MARY Sec Last Name:

Group ID: - - - Address:

Birth Date: 08/23/1990 Age: 24

PA90 - WIC BENEFITS GROUPING

WIC Group Information Proxy Information FBT Card Issuance

Detail Active Family Summary Non HOU History HOU History

Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date
55555500000051	W452 5609 8840 00	MARY	WILLIAMS	HOH	01/05/2015	??
55555500000052	W452-5609-8840-00	MARY	WILLIAMS	HOH	01/05/2015	??
	J525-2521-2132-00	JAMES	JOHNSON	FS	01/05/2015	??

FR PARTICIPANT LOOK-UP F0 SERVICE ENTRY

Ending a WIC Benefits Grouping (WBG) Relationship

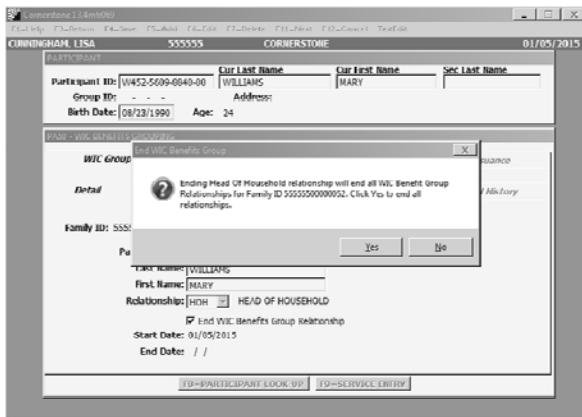
Ending a WBG Relationship

- In the “Detail” tab:
 - <F6> Edit
 - Check the “End WIC Benefits Group Relationship”
 - <F4> Save

The screenshot shows a software window titled 'Cornerstone 12.1.mbr00'. The main header displays 'CUNNINGHAM, LISA' and 'CORNERSTONE' with a date of '01/05/2015'. Below this is a 'PARTICIPANT' section with fields for 'Participant ID: W432-5609-8940-00', 'Last Name: WILLIAMS', 'First Name: MARY', 'Birth Date: 08/23/1990', and 'Age: 24'. A 'WIC Group Information' section is visible, containing tabs for 'WIC Group Information', 'Proxy Information', and 'EBT Card Issuance'. Under 'WIC Group Information', there are sub-tabs for 'Detail', 'As New Family Summary', 'How-HOW History', and 'HOW History'. The 'Detail' sub-tab is active, showing 'Family ID: 5555500000052', 'Head of Household: W432-5609-8940-00 - WILLIAMS, MARY', and 'Participant ID: W432-5609-8940-00'. A checkbox labeled 'Receiving benefits in the Group' is present. The 'Relationship' dropdown is set to 'HEAD OF HOUSEHOLD'. A checkbox labeled 'End WIC Benefits Group Relationship' is checked and circled in red. The 'Start Date' is '02/15/2014' and the 'End Date' is '1/1'. At the bottom, there are buttons for 'SP-SP5301E10701 1006 SP' and 'SP-SP5301E10701 1006 SP'.

Ending a WBG Relationship

- If you are ending the relationship of the HOH:
 - A confirmation pop-window will display
 - Select “yes” to end all relationships associated with this Family ID
 - Select “no” to cancel



Ending a WBG Relationship

- Active Family Summary tab will now only display the currently active Family ID's and those members

The screenshot shows a software window titled "COURIERS FORM" with a date of "01/05/2015". The "PARTICIPANT" section includes fields for "Participant ID" (VI452-5609-8849-00), "Cur Last Name" (WILLIAMS), "Cur First Name" (MARY), "Sec Last Name", "Group ID", "Address", "Birth Date" (08/23/1990), and "Age" (24). Below this, there are tabs for "WBG Group Information", "Proxy Information", and "CBT Card Issuance". The "Active Family Summary" tab is selected, showing a table with columns: Family ID, Participant ID, First Name, Last Name, Relationship, Start Date, and End Date. The table contains one row of data.

Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date
05555000000051	VI452-5609-8849-00	MARY	WILLIAMS	MEM	01/05/2015	/ /

At the bottom of the window, there are buttons for "F9-PARTICIPANT LOOK UP" and "F9-SERVICE ENTRY".

Ending a WBG Relationship

The screenshot shows a software application window with the following fields and sections:

- Participant Information:**
 - Participant ID: W452-6609-8949-00
 - Group ID: - - -
 - Birth Date: 08/23/1990
 - Age: 24
 - Cur Last Name: WILLIAMS
 - Cur First Name: MARY
 - Sec Last Name: (empty)
 - Address: (empty)
- WBG Group Information:**
 - WBG Group Information (selected)
 - Policy Information
 - ERT Card Issuance
- Table:**

Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date
0000000000000001	VY452-3609-8949-00	MARY	WILLIAMS	HOH	01/01/2015	1/1/
0000000000000002	VY452-3609-8949-00	MARY	WILLIAMS	HOH	01/01/2015	01/01/2015
	JN25-2821-7132-00	JAMES	JAMESON	F-S	01/01/2015	01/01/2015

- The “HOH History” tab will display current and past family members associated with each Family ID
- “End Date” will display the date the WBG relationship ended

Ending a WBG Relationship

Cornerstone 13 - frm060

F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit

CIINTIGIAM, IISA 55555 CORNSTONE 01/06/2015

PARTICIPANT

Participant ID:	J525-2521-2132-00	Cur Last Name:	JOHNSON	Cur First Name:	JAMLS	Sec Last Name:		
Group ID:	- - -	Address:	1234 BLUEBIRD LANE					
Birth Date:	05/08/2012	Age:	2	SPRINGFIELD	IL	62701		

PA30 - WIC BENEFITS GROUPING

WTC Group Information | Proxy Information | EBT Card Issuance

Detail | Active Family Summary | Non-HOH History | HOH History

Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date

18=PARTICIPANT LOOK UP 19=SERVICL ENTRY

Ending a WBG Relationship

Cornerstone 13.4tt060

F1=Help F2=Return F3=Save F4=Add F5=Edit F6=Delete F11=Next F12=Cancel textedit

CUNNINGHAM, LISA 555555 CORNERSTONE 01/08/2015

PARTICIPANT

Participant ID: 3525-2521-2132-00 Cur Last Name: JOHNSON Cur First Name: JAMES Sec Last Name:

Group ID: - - - Address: 1234 BILFIRD LANE

Birth Date: 05/08/2012 Age: 2 SPRINGFIELD IL 62701

PASO - WIC BENEFITS GROUPING

WIC Group Information Proxy Information FBI Card Issuance

Detail Active Family Summary **Non-HOH History** HOH History

Family ID	HOH ID	Last Name	First Name	Start Date	End Date
55555500000052	W452-5609-0040-00	WILLIAMS	MARY	01/05/2015	01/05/2015

F8=PARTICIPANT LOOK UP F9=SERVICL ENTRY

Reactivating a WBG Relationship

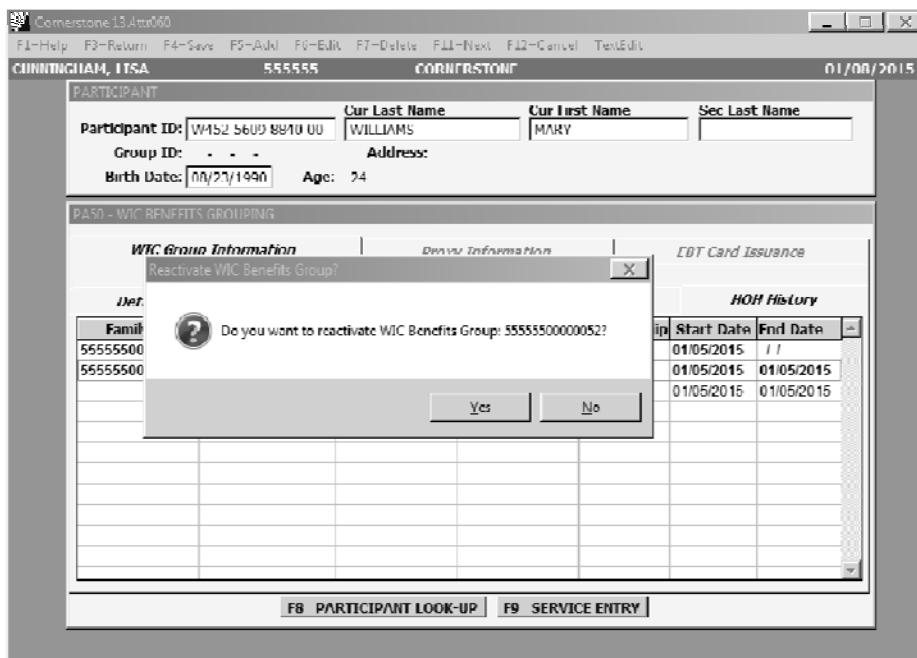
- “HOH History” tab
- Select the HOH and the family ID you are wanting to reactivate
- <F5> Add

The screenshot shows a software window titled 'CORRECTIONS' with a menu bar (File, Edit, View, etc.) and a date '01/05/2015'. The main area displays participant details for 'WILLIAMS, MARY' with fields for Participant ID, Group ID, Birth Date, and Age. Below this is a table with tabs for 'WBG Group Information', 'Proxy Information', and 'FRT Care Sessions'. The 'WBG Group Information' tab is active, showing a table with columns for Family ID, Participant ID, First Name, Last Name, Relationship, Start Date, and End Date. The table contains three rows of data.

Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date
000000000001	VY152 2609 8840 00	MARY	WILLIAMS	MOM	01/05/2015	11
000000000002	VY425 2609 8840 00	MARY	WILLIAMS	MOM	01/05/2015	01/05/2015
	J825 2821 2132 00	JIMMIE	JOHNSON	FIS	01/05/2015	01/05/2015

At the bottom of the window, there are two buttons: 'FB=PARTICIPANT LOOK-UP' and 'FB=SERVICE ENTRY'.

Ending a WBG Relationship



Reactivating a WBG Relationship

Participant Information:

Participant ID: W452-5609-0040-00
 Group ID: - - -
 Birth Date: 08/23/1990 Age: 24
 Last Name: WILLIAMS First Name: MARY

WIC Grouping Information:

Family ID	Partk
55555500000051	W452
55555500000052	W452
	J525

PLEASE SELECT PARTICIPANTS TO REACTIVATE

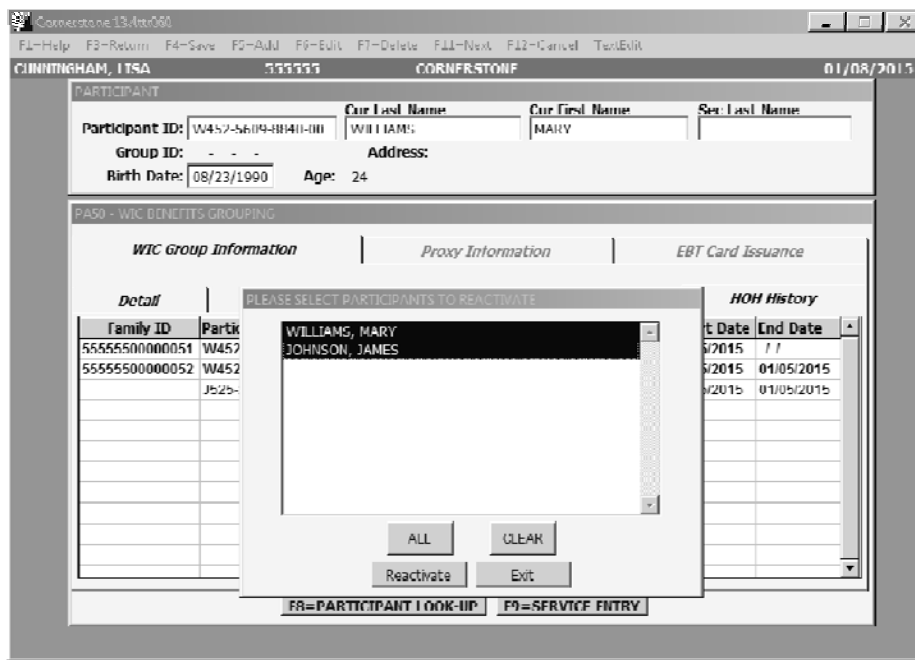
- WILLIAMS, MARY
- JOHNSON, TAMPS

HHH History:

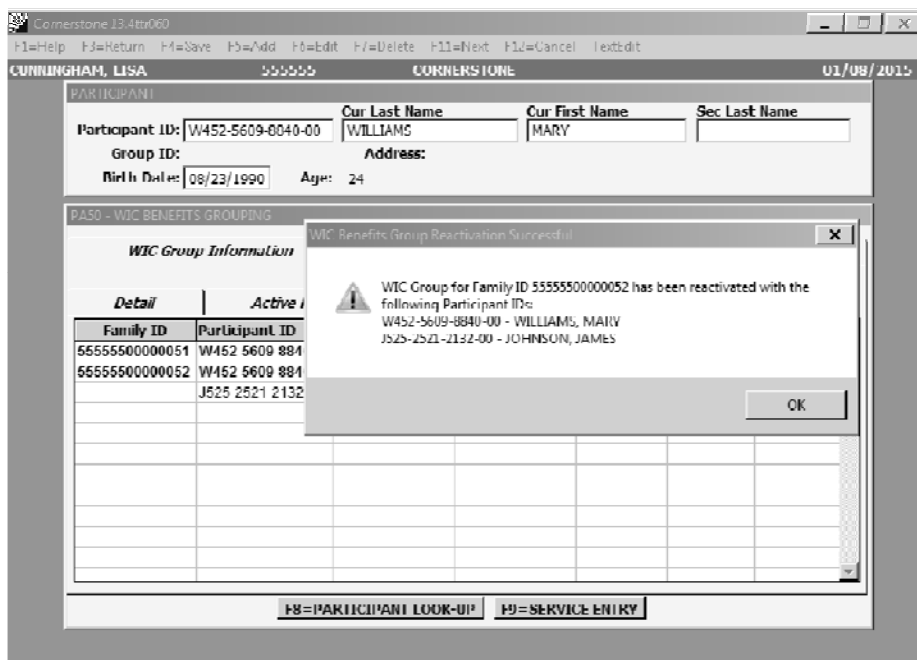
Start Date	End Date
5/2015	1/1
5/2015	01/05/2015
5/2015	01/05/2015

Footer: 18=PARTICIPANT LOOK UP 19=SRVCL ENTRY

Reactivating a WBG Relationship



Reactivating a WBG Relationship



Reactivate a WBG Relationship

Cornerstone 13.4tr060

F1=Help F2=Return F3=Save F4=Add F5=Edit F6=Delete F11=Next F12=Cancel textedit

CUNNINGHAM, LISA 555555 CORNERSTONE 01/08/2015

PARTICIPANT

Participant ID: W452-5609-8840-00 Cur Last Name WILLIAMS Cur First Name MARY Sec Last Name

Group ID: - - - Address:

Bir/Us Date: 06/23/1990 Age: 24

PAS0 WIC BENEFITS GROUPING

WIC Group Information Proxy Information FBI Card Issuance

Detail Active Family Summary Non-HOH History HOH History

Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date
55555500000051	W452-5609-8840-00	MARY	WILLIAMS	HOH	01/05/2015	//
55555500000052	W452 5609 0010 00	MARY	WILLIAMS	HOH	01/06/2015	//
	J525-2521-2132-00	JAMES	JOHNSON	F3	01/08/2015	//

F8 PARTICIPANT LOOK-UP F9 SERVICE ENTRY

Reactivate a WBG Relationship

Cornerstone 13.4tr060

F1=Help F2=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel text:dit

CUNNINGHAM, LISA 555555 CORNERSTONE 01/08/2015

PARTICIPANT

Participant ID: W452-5009-8840-00 Cur Last Name: WILLIAMS Cur First Name: MARY Sec Last Name:

Group ID: - - - Address:

Birth Date: 01/23/1990 Age: 24

PA50 - WIC BENEFITS GROUPING

WIC Group Information | Proxy Information | CBT Card Issuance

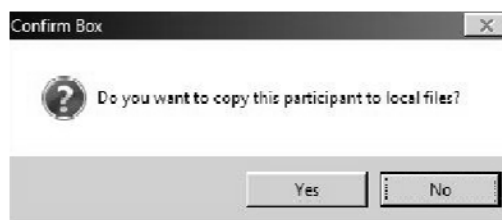
Detail	Active Family Summary	Non-HOH History	HOH History			
Family ID	Participant ID	First Name	Last Name	Relationship	Start Date	End Date
55555500000051	W452-5609-8840-00	MARY	WILLIAMS	HOH	01/05/2015	
55555500000052	W452-5609-8840-00	MARY	WILLIAMS	HOH	01/05/2015	01/05/2015
	W452-5609-8840-00	MARY	WILLIAMS	HOH	01/08/2015	
	J525-2521-2132-00	JAMES	JOHNSON	FS	01/05/2015	01/05/2015
	J525-2521-2132-00	JAMES	JOHNSON	FS	01/08/2015	

F8=PARTICIPANT LOOK-UP F9=SERVICE ENTRY

Miscellaneous Items

In-State Transfers

- Consider who the HOH will be
- HOH only
 - Copy participant to local files, do not need program record for a HOH only
 - Registration date is required, use the date you are requesting the transfer



In-State Transfers

- HOH transferring:
 - WBG relationship for all family members are ended at the outgoing agency
 - PA50 will need to be completed at the incoming agency which will generate a new Family ID
- Non-HOH transferring:
 - Relationship will end for the participant transferring
 - HOH will need to be assigned at the incoming agency

Fast Path

- <Ctrl> and H simultaneously to bring up the WIC Group Browse pop-up window

The screenshot shows a software application window titled 'CORNERSTONE' with a date of 01/06/2015. The window displays a 'PARTICIPANT' form with the following fields:

- Participant ID: CS52 6201 2232 00
- Cur Last Name: CUNNINGHAM
- Cur First Name: LISA
- Sec Last Name: [Empty]
- GROUP ID: [Empty]
- Address: 123 HAPPY DAYS
- Birth Date: 08/12/2012
- Age: 2
- SPRINGFIELD IL 62701

Below the form is a 'WIC GROUP BROWSE' table with the following columns: Family ID, Participant ID, Last name, First name, Relation, and PHONE. The table contains two rows of data:

Family ID	Participant ID	Last name	First name	Relation	PHONE
CS52 6202 0062 00	CUNNINGHAM	MARGON	FLORE		
CS52 6201 2232 00	CUNNINGHAM	LISA		SD	

At the bottom of the window, there is a 'EVENTS' table with columns: DATE, EVENT, and EMPL/PROV/CLIN. The first row shows the date 12/2/2014 and the event WIC CRT-CHLD OVR AGE 2.

At the very bottom of the window, there is a footer: F2=SHARED DATA F9=SERVICE ENTRY F10=ENROLLMENT PGUP PGDN

Statewide Call

- February 5, 2015 at noon
 - WIC Coordinators and Managers
- Gather questions from staff
 - Submit to RNC by February 4th @ 2pm
- Questions will be answered during the call

Thank you for participating!