

Job Aid

Modifying Food Packages

Example of Modifying a Food Package

Screen	Action	Amount of Food	Notes
FPA	View assigned package	10 cans Similac Powder	
Modify	Reduce amount of unwanted formula	0 cans Similac Powder	
Modify	Insert row Choose new Formula	28 bottles Special RTF formula	
FPA/Modify	Repeat for future months	28 bottles Special RTF formula	Can't forecast modified packages
FPA	Save	28 bottles Special RTF formula	
FSS	Issue	28 bottles Special RTF formula	

Example of Modifying a Food Package with Spent Benefits

Participant was issued 4.5 gallons of milk and has spent 1 gallon. They have 3.5 gallons of milk remaining for the month. They now need soy beverage instead of cow milk.

Screen	Action	Amount of Food	Notes
Modify	View remaining unspent	3.5 gallons milk	4.5 gal (maximum shown) minus 1 gal spent (maximum shown)
Modify	Reduce amount of unwanted milk to minimum shown	1 gallon milk	Spent benefit shows as minimum
Modify	Insert row Choose new milk	3.5 gallons soy	Replaces the unspent milk
FPA/Modify	Select new template for future month Forecast	4.5 gallons soy	Future months only
FPA	Save	3.5 gallons soy and 4.5 gallons soy	Current month and future months
FSS	Issue	3.5 gallons soy and 4.5 gallons soy	Current month and future months