

**Memo Name:** CVB Increase for November & December 2021- Assigning New Food Packages

**Memo Type:** New Procedure

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**Procedure Reference:** USDA WIC Policy Memo 2022-1

**Memo Number:** 1-2022

**Issue Date:** 10/20/2021

**Effective Date:** 10/19/2021

**End Date:** 12/31/2021

## CVB Increase for November & December 2021 Assigning New Food Packages

The increase in fruit and vegetable amounts for WIC participants requires a change to food packages with new CVB amounts.

The new fruit and vegetable amounts for participants are as follows:

Children = \$24

Pregnant, Postpartum, and Some (BF-Out) Breastfeeding Women = \$43

Fully Breastfeeding Women = \$47

Mostly (Part BF-In) Breastfeeding Women = \$47

Fully Breastfeeding Multiples = \$70.50

Participants who are Pregnant and also are Fully or Mostly BF an infant = \$47

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This policy memo explains how to use the participant list provided by the State WIC Office on 10.15.21 to identify all children over age 1 and women who need to have a new food package created to include the increased CVB amount. All family members except infants will need to have their food packages changed beginning November 1, 2021

### Below are some things to consider before you begin:

#### Develop a plan

- a. Who will assign/tailor the new food packages and issue benefits?

- b. How will you keep track of which families have had CVB changes completed and which ones still need to be done?

**Connect with family to notify them of the upcoming change to their benefits ie**

Phone call, text, mail, email, videoconference

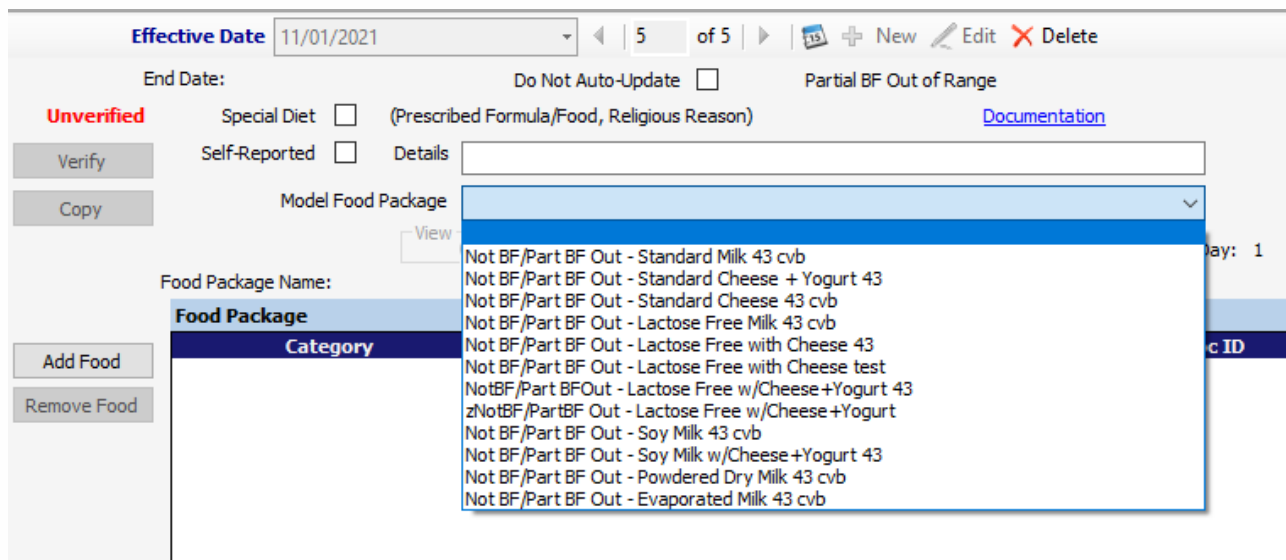
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**New Model Food Package with CVB Increases - Overview:**

New “model food packages” with increased CVB amounts have been created for most of the standard food packages in the following categories \*:

- Toddler - \$24
- Children - \$24
- FBF Women - \$47
- FBF Women Multiples - \$70.50
- Not BF/Part BF Out - \$43

Each new food package, with the updated CVB amounts, have either the “number + cvb at the end” or a few just have the number (cvb would not fit). For example, the food packages will have “24 cvb,” “43 cvb,” “47 cvb,” and “70.50 cvb,” or just “24,” “43,” 47,” and “70.50” at the end. These food packages are able to be issued for Nov and December.



*\*Not all model food packages for these categories were updated with increase in CVB amount. Be sure and check the model food package for the new CVB amount before issuing to the participant.*

Model food packages were not created for Pregnant, and Mostly BF-In woman and specialty food packages. You will need to individually tailor these packages. Details on tailoring these packages is discussed later in the memo.

## New Model Food Packages - Assigning

- (1) **Use the Participant List provided by the State WIC office**
  - a. All family members except infants will need to have their food packages changed beginning November 1, 2021
- (2) **Assign a Model Food Package that has the new CVB amount with November 1, 2021 as the effective date**
  - a. Navigate to the food package panel
  - b. Look at the existing food package
  - c. click new record
  - d. change the effective date to Nov 1, 2021
  - e. click the carrot to expand the model food package drop down to expand the packages
  - f. select the food package with the new the CVB value
  - g. Click verify button if it doesn't automatically verify

## Food Package Panel

Category: Child (Male) No Longer BF BW  
Date of Birth: 06/29/2018 (3 y 3 m) WIC Status: Active Cert. End: 11/2021 Last FB: Nov 21

Food Package

Effective Date: 11/01/2021 of 9 New Edit Delete

End Date: Do Not Auto-Update:

Verified  Special Diet  (Prescribed Formula/Food, Religious Reason) Documentation

Verify  Self-Reported  Details

Copy Model Food Package: Child - Standard Cheese + Yogurt 24 CVB\*

View  Full  2/3  1/3 \*FB Issuance 3 Months 1st Day: 1

Food Package Name: Child - Standard Cheese + Yogurt 24 CVB\*

Category	Subcategory	Qty	UOM	Month	Doc ID
02 Cheese	000 Cheese - All Authorized	1	Pound	All	
03 Eggs	000 Eggs - All Authorized	1	Dozen	All	
05 Breakfast Cereal	000 Breakfast Cereal	35	Ounce	All	
06 Legumes	000 Peanut Butter or Beans - All Authorized	1.00	Jar/Bag/...	All	
16 Bread/Whole Grains	000 Whole Wheat Bread or Whole Grains	2	Pound	All	
19 Fruits and Vegetables ...	000 Fruits & Vegetables CVB	24.00	\$\$\$\$	All	

- (3) **Check Benefits Panel and Issue Benefits!**
  - a. Check the food benefits panel to make sure the correct foods and CVB amounts are Listed.

## Food Benefits Panel – Economic Unit Balance To Issue (pop-up)

Economic Unit Balance-to-Issue

PAN: 56063600-00402128  
 Economic Unit: [REDACTED] EU Number: 99382

Issuance Period: 11/1/2021 - 11/30/2021

Food Item Cat / Subcat / Description	UOM	Food Package	Returned Formula	ABC	B2I	Undist	Purchased	Current Balance	To Be Issued
02 000 Cheese - All Authorized	LB	1						1	1
03 000 Eggs - All Authorized	DOZ	1						1	1
05 000 Breakfast Cereal	OZ	36						36	36
06 000 Peanut Butter or Beans - All Authorized	JBC	1.00						1.00	1.00
16 000 Whole Wheat Bread or Whole Grains	LB	2						2	2
19 000 Fruits & Vegetables CVB	\$\$\$	24.00						9.00	24.00
50 002 Yogurt Nonfat/Lowfat	CTR	1						1	1

Issue Benefits   Reason: [Dropdown] Comment: [Text Box]

(b) Check Benefits Panel to be sure the correct package was issued for the number of months you wanted.

## Benefits Panel

11/1/2021 - 11/30/2021

- Child - Standard Cheese + Yogurt 24 CVB\* (Full, Reissued) 10/19/2021 10:41:36 AM
  - 02 000 Cheese - All Authorized - 1 Pound
  - 03 000 Eggs - All Authorized - 1 Dozen
  - 05 000 Breakfast Cereal - 36 Ounce
  - 06 000 Peanut Butter or Beans - All Authorized - 1.00 Jar/Bag/Can
  - 16 000 Whole Wheat Bread or Whole Grains - 2 Pound
  - 19 000 Fruits & Vegetables CVB - 24.00 \$\$\$
  - 50 002 Yogurt Nonfat/Lowfat - 1 Container
  - 52 000 Milk - 1% or Fat Free All Authorized - 3.0 Gallon
  - 54 000 Juice 64 oz - All authorized - 2 Bottle
- Child - Standard Cheese + Yogurt\* (Full, Issued) 08/02/2021 03:36:22 PM

- (4) **Issue Benefits**
- Click issue benefits button

11/1/2021 - 11/30/2021

- Child - Standard Cheese + Yogurt 24 CVB\* (Full, Reissued) 10/19/2021 10:41:36 AM
  - 02 000 Cheese - All Authorized - 1 Pound
  - 03 000 Eggs - All Authorized - 1 Dozen
  - 05 000 Breakfast Cereal - 36 Ounce
  - 06 000 Peanut Butter or Beans - All Authorized - 1.00 Jar/Bag/Can
  - 16 000 Whole Wheat Bread or Whole Grains - 2 Pound
  - 19 000 Fruits & Vegetables CVB - 24.00 \$\$\$\$
  - 50 002 Yogurt Nonfat/Lowfat - 1 Container
  - 52 000 Milk - 1% or Fat Free All Authorized - 3.0 Gallon
  - 54 000 Juice 64 oz - All authorized - 2 Bottle
- Child - Standard Cheese + Yogurt\* (Full, Issued) 08/02/2021 03:36:22 PM

## Returning Food Packages to Normal for Benefits Beginning January 1, 2022

All participants who receive a food package with the increased CVB amounts during November and December will need to have a "normal" food package with an effective date of January 1, 2022 assigned to allow for the CVB to return to the pre-November amount.

**Food Package**

Effective Date: 01/01/2022    4 of 4    New Edit Delete

End Date:    Do Not Auto-Update

Verified    Special Diet  (Prescribed Formula/Food, Religious Reason)    Documentation

Verify    Self-Reported     Details

Copy    Model Food Package: Preg/Part BF In - Standard Cheese

View:  Full     2/3     1/3    \*FB Issuance    3 Months    1st Day: 1

Food Package Name: Preg/Part BF In - Standard Cheese

Category	Subcategory	Qty	UOM	Month	Doc ID
02 Cheese	000 Cheese - All Authorized	1	Pound	All	
03 Eggs	000 Eggs - All Authorized	1	Dozen	All	
05 Breakfast Cereal	000 Breakfast Cereal	36	Ounce	All	
06 Legumes	000 Peanut Butter or Beans - All Authorized	2.00	Jar/Bag/...	All	
16 Bread/Whole Grains	000 Whole Wheat Bread or Whole Grains	1	Pound	All	
19 Fruits and Vegetables ...	000 Fruits & Vegetables CVB	11.00	\$\$\$\$	All	

***You will notice, we did NOT create Model food packages with the CVB increase for Preg and Part in BF or for those on specialty formulas. Those food packages will have to be manually tailored by the CPA to include the new CVB dollar amount. (see below information on tailoring these food packages.)***

## Tailored CVB Food Packages - Overview:

When tailoring food packages for Pregnant women and women who are BF-In you should use the following dollars amounts:

Pregnant Women = \$43

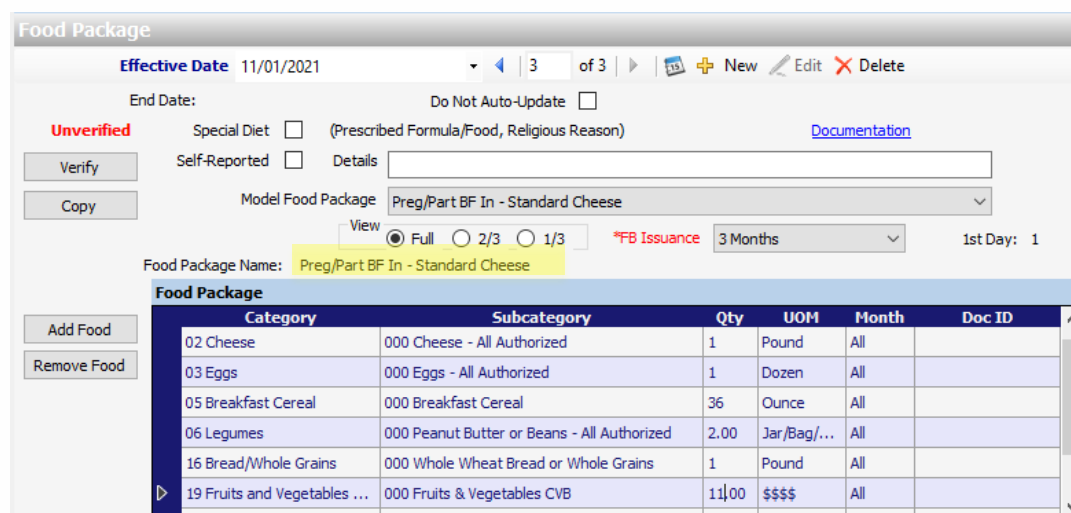
Mostly (Part-In) BF Women = \$47

You will also need to tailor any food packages for a specialty formula or those where you do not see a food package with the CVB information at the end, by going into the food package and manually increasing the CVB amount. This amount needs to correspond to the type of participant that you have. Refer to the list of participant categories and CVB amounts at the beginning of this memo.

The **Preg/Part IN BF** food packages *were not* changed because these encompass two cvb amounts, \$43 dollars for pregnant women and \$47 for mostly breastfeeding women (or part bf in). Based on the type of participant that you are certifying, pregnant woman or partially breastfeeding woman within range, please tailor the food package to the appropriate CVB amount. Please check to make sure that you are giving the appropriate CVB amount according to what type of participant they are. The dollar amounts per participant type are shown above.

## Tailoring / Assigning Food Packages for Pregnant and Partially Breastfeeding-In Range – Steps:

- (1) Using the list provided by the state identify a participant who is receiving a Pregnant or Partially Breastfeeding-In Range food package.**



The screenshot shows a web application interface for managing food packages. At the top, it displays 'Effective Date' as 11/01/2021 and '3 of 3' items. Below this, there are options for 'Unverified', 'Special Diet', and 'Self-Reported'. The 'Model Food Package' is set to 'Preg/Part BF In - Standard Cheese'. The 'Food Package Name' is also 'Preg/Part BF In - Standard Cheese'. A table lists the food items included in the package:

Category	Subcategory	Qty	UOM	Month	Doc ID
02 Cheese	000 Cheese - All Authorized	1	Pound	All	
03 Eggs	000 Eggs - All Authorized	1	Dozen	All	
05 Breakfast Cereal	000 Breakfast Cereal	36	Ounce	All	
06 Legumes	000 Peanut Butter or Beans - All Authorized	2.00	Jar/Bag/...	All	
16 Bread/Whole Grains	000 Whole Wheat Bread or Whole Grains	1	Pound	All	
19 Fruits and Vegetables ...	000 Fruits & Vegetables CVB	11.00	\$\$\$\$	All	

**(2) Tailor the CVB dollar amount to \$43 or \$47 to match the woman’s category.**

- a. Choose “New” button
- b. Change Effective Date to November 1, 2021
- c. Choose the same food package the participant currently has from the Model Food Package dropdown list
- d. Go to the Fruits and Vegetable line and click on the “Qty” column.
- e. Change the amount to the increased amount
- f. Add a comment: Added increased CVB
- g. Verify the food package.

## Food Package Tab

Food Package

Effective Date: 11/01/2021

End Date: Do Not Auto-Update

Special Diet (Prescribed Formula/Food, Religious Reason)

Self-Reported

Model Food Package: Preg/Part BF In - Standard Cheese

View: Full 2/3 1/3 \*FB Issuance 3 Months 1st Day: 1

Food Package Name: Tailored Preg/Part BF In - Standard Cheese

Category	Subcategory	Qty	UOM	Month	Doc ID
02 Cheese	000 Cheese - All Authorized	1	Pound	All	
03 Eggs	000 Eggs - All Authorized	1	Dozen	All	
05 Breakfast Cereal	000 Breakfast Cereal	36	Ounce	All	
06 Legumes	000 Peanut Butter or Beans - All Authorized	2.00	Jar/Bag/...	All	
16 Bread/Whole Grains	000 Whole Wheat Bread or Whole Grains	1	Pound	All	
19 Fruits and Vegetables ...	000 Fruits & Vegetables CVB	43.00	\$\$\$\$	All	

Comments: Added Increased CVB

**(3) Check the benefits preview to be sure the foods and months that will be issued are correct.**

## Food Benefits Tab

11/1/2021 - 11/30/2021

PREVIEW BALANCE-TO-ISSUE

- 02 000 Cheese - All Authorized - 1 Pound
- 03 000 Eggs - All Authorized - 1 Dozen
- 05 000 Breakfast Cereal - 36 Ounce
- 06 000 Peanut Butter or Beans - All Authorized - 2.00 Jar/Bag/Can
- 16 000 Whole Wheat Bread or Whole Grains - 1 Pound
- 19 000 Fruits & Vegetables CVB - 43.00 \$\$\$\$
- 52 000 Milk - 1% or Fat Free All Authorized - 4.5 Gallon
- 52 014 Evaporated Milk - nonfat or lllowfat - 1 Can
- 53 000 Juice 11.5-12oz Concentrate All Authorized - 3 Can

IL [REDACTED]

Tailored Preg/Part BF In - Standard Cheese (Full, Authorized)

10/1/2021 - 10/31/2021

9/1/2021 - 9/30/2021

8/1/2021 - 8/31/2021

#### (4) Issue Benefits!

- Click issue benefit button

## Returning Food Packages to Normal for Benefits Beginning January 1, 2022

All participants who receive a food package with the increased CVB amounts during November and December will need to have a "normal" food package with an effective date of January 1, 2022 assigned to allow for the CVB to return to the pre-November amount. *Attention:* Some of the food packages (those that were changed for the CVB increase) you should use in Journey are indicated by "new" at the end of the package name.

The screenshot shows a software interface for managing food packages. At the top, it displays 'Effective Date' as 01/01/2022 and '4 of 4' items. Below this, there are options for 'End Date', 'Do Not Auto-Update', and 'Verified' status. A 'Model Food Package' dropdown is set to 'Preg/Part BF In - Standard Cheese'. The 'Food Package Name' is also 'Preg/Part BF In - Standard Cheese'. A table titled 'Food Package' lists items with columns for Category, Subcategory, Qty, UOM, Month, and Doc ID.

Category	Subcategory	Qty	UOM	Month	Doc ID
02 Cheese	000 Cheese - All Authorized	1	Pound	All	
03 Eggs	000 Eggs - All Authorized	1	Dozen	All	
05 Breakfast Cereal	000 Breakfast Cereal	36	Ounce	All	
06 Legumes	000 Peanut Butter or Beans - All Authorized	2.00	Jar/Bag/...	All	
16 Bread/Whole Grains	000 Whole Wheat Bread or Whole Grains	1	Pound	All	
19 Fruits and Vegetables ...	000 Fruits & Vegetables CVB	11.00	\$\$\$\$	All	

## Situations to Watch Out For!!

### (1) Infant who will turn 1 year old in October and November

They may or may not have a child food package already issued for November and December. You should check these infant's food packages in case they need to be updated to include the increased CVB.

### (2) Participants who do not have Food Benefits issued for November and future months.

- a. You may not need to change the food package. The change can be done by the CPA when they are seen for their appointment or call for benefits later this month or after November 1<sup>st</sup>.



**(3) Participants who already have a food package assigned with effective dates between November 1, 2021 and December 31, 2021.**

Participants who have a food package assigned effective after November 1<sup>st</sup> would need to have "ALL" food packages updated with the new CVB amounts. Be sure and check for food packages with future effective dates when adding the increased CVB food packages.

**Example:**

- You assign a participant a food package with the increased CVB amount effective on November 1, 2021.
- Unknown to you they also have a future food package with an effective date of December 1, 2021.

**What will Happen:**

- They will receive the food package with the CVB amount for November and the "new" December 1<sup>st</sup> food package with the lower CVB amount for the month of December.

**Solution:**

- Check for any food packages with effective date between November 2<sup>nd</sup> and December 31<sup>st</sup>. If there is one assign a increased CVB package with an effective date one day after that package's effective date. ie. Food package effective date is December 1<sup>st</sup>. Assign the increased CVB for this participant with effective dates for both November 1<sup>st</sup> and December 2<sup>nd</sup>.

**(4) Food Packages that do not have either the "number + cvb at the end" or that have the number only when assigning new packages.**

For example, the food packages will have "24 cvb," "43 cvb," "47 cvb," and "70.50 cvb," or just "24," "43," "47," and "70.50" at the end. These packages will need to be tailored by changing the Fruit and Vegetable dollar amount to the new CVB value.

Please call the Help Desk, Marge or Narissa if you need help or have question.