

☺ Job Aid: Postpartum or Breastfeeding Woman Reinstated to Pregnant

Chapter 3: Client Processes Section 5: Food Packages

When **any** postpartum participant tells you that she is pregnant, reinstate her for her new pregnancy, regardless of her current breastfeeding status.

1. On the *WIC Intake* screen, change her category to **Woman, Pregnant**.
***This step MUST happen first for TWIST to correctly assign the food package.*
2. Click the *Change Transaction Type* button. When the *Category Change* pop-up appears, click **No**.
3. On the *Select Transaction Type* pop-up, select **Reinstate** and click **OK**.
4. Change category to **Woman, Pregnant** (again).
5. Enter *EDD*.
6. Save.
7. Complete the *Income Eligibility* screen.
8. Save.
9. Fastpath to *Certification, Woman*.
10. Complete the *Certification* as normal.
***NOTE: If the woman is **pregnant and continues to breastfeed**, skip to the next section.*
11. Save the new food package.
12. On the Family Summary screen, issue the new benefits.

Pregnant and Breastfeeding - Assigning the Correct Food Package

Only follow these steps to assign the correct food package to women who are “**Fully**” or “**Mostly**” breastfeeding (WE or WB) **and pregnant** and will receive a larger quantity of food. Women who are “**Some**” breastfeeding (WBN) **and pregnant** are assigned a pregnant woman food package and do not need the additional foods.

1. Follow steps 1-9 above.
 - a. Complete the certification.
 - b. Review weight gain grid as needed.
 - c. Review risks assigned.
 - d. Save the standard food package.
2. Return to the *Medical Data* screen and check the **Twins or more** box to allow the assignment of the larger food package.

3. Go to the *Health History* screen:
 - a. Remove **Risk 335** (Multiple Fetus Pregnancy) and
 - b. Correct any inappropriate weight gain risks assigned due to checking the “Twins” box.
 - c. Add **Risk 338** - Pregnant Woman Currently Breastfeeding
 - d. Add **Risk 332** - Closely Spaced Pregnancies
4. Go to the *Food Package Assignment* screen and change the food package to the maximum for woman pregnant with twins.
 - a. Only change the months until the breastfed baby turns one year old.
 - b. Use the Modify popup to adjust to 2 pounds of cheese and 5.25 gallons of milk.
 - c. In Module B, select template WPB-M.
5. Return to *Medical Data* screen and uncheck the **Twins** box.
6. Document in *Progress Notes* in both the woman’s and the infant’s chart.
 - a. In the woman’s chart, indicate the month the infant will turn one year.
 - b. In the infant’s chart, document that mom is pregnant and breastfeeding, so if baby changes to “Some” or “Non-Breastfeeding” the mom’s food package will need to change.
7. Fast Path to the *Family Summary* screen and issue benefits.
8. Ask the mom to let you know if she stops breastfeeding.

