

Modifying Food Packages

This resource provides step-by-step instructions on how to complete the following types of food prescription modifications in Crossroads:

- Modifying the Default Food Package
- Adding Food Prescription Items (Egg Substitution Calculator)
- Adding Food Prescription Items (Milk Substitution Calculator)
- Modifying the Subcategory or Quantity of Infant Formula
- Adding WIC Eligible Nutritionals (WEN)
- Adding Exempt Infant Formula (EXF)
- Changing Breastfeeding Status from Fully Breastfed to Partially Breastfed
- Food Package VII for Pregnant and Breastfeeding Woman

Modifying the Default Food Package

1. Go to **Quick Links > Issue Benefits > Prescribe Food**. The **Prescribe Food** screen displays.
2. Review the default system-generated food items and quantity (based on the WIC category and breastfeeding status) in the Food Prescription Items box.
3. To modify the item quantity displayed in the Food Prescription Items box, click on the Quantity field and replace the original value with the appropriate quantity value.

Note: The Category Maximum Quantity cannot be exceeded. Since an item cannot be deleted from the prescription, simply set the quantity to "0" when a food item is not used.



The screenshot shows the 'Food Prescription' screen. At the top, there are fields for 'Food Prescription Date' (12/18/2025), 'WIC Category' (Pregnant), 'Family Issuance Day' (18), and 'Issuance Frequency' (3 Month(s)). Below this is a table titled 'Food Prescription Items' with 8 items listed. The table has columns for Category, Subcategory, Quantity, Category Max Quantity, and UOM. The 'Category Max Quantity' column for Eggs is highlighted with a red border. The table data is as follows:

Food Prescription Items				
Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Eggs	0	1	Dozen
Breakfast Cereal	Breakfast Cereal	36	36	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	2	3	Containers
Bread/Whole Grains	WW Bread or Whole Grains	48	48	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$50.00	\$50.00	\$\$\$
Fish	Chnk Lt Tuna/Pink Salmon	10	10	Ounces
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	5.50	5.50	Gallons
Juice 64	Juice 64 oz fl	0	1	Containers

Adding Food Prescription Items (Egg Substitution)

NOTE: If the participant would like to substitute 1 package of Tofu for 1 dozen eggs, please follow these steps **BEFORE** completing Milk Substitutions. Otherwise, Crossroads will attempt to substitute tofu for milk instead of eggs.

1 Package Tofu or 1 Container Legumes can be substituted for 1 dozen Eggs

1. Go to **Quick Links > Issue Benefits > Prescribe Food**. The **Prescribe Food** screen displays.

Modifying Food Packages

2. To substitute 1 Package Tofu for 1 dozen Eggs, reduce the quantity of Eggs by 1 dozen and enter Quantity 1 for Tofu in **Add Item to Food Prescription**. If the participant has more than 1 dozen eggs in their food package, additional tofu can be substituted for eggs.

Food Prescription Items

Category	Subcategory	Quantity	Category Max	UOM
Eggs	Eggs	0	1	Dozen
Breakfast Cereal	Breakfast Cereal	36	36	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	2	3	Containers
Bread/Whole Grains	WW Bread or Whole Grains	48	48	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$50.00	\$50.00	\$\$
Fish	Chnk Lt Tuna/Pink Salmon	10	10	Ounces
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	5.50	5.50	Gallons
Juice 64	Juice 64 oz fl	0	1	Containers

Add Item to Food Prescription

Category: Cheese	Subcategory: Tofu 14-16oz Pkg	Quantity: 1	Max / Med Max: 17 / 17	UOM: LB
<input type="button" value="Add Item"/> <input type="button" value="Clear"/>				

3. Before clicking **Add Item**, review the **Egg Substitution Calculator**. Eggs Prescribed=0 and Eggs Remaining= 1

Egg Substitution Calculator

Eggs Prescribed: 0	Remaining: 1	Unit of Measure: Dozen
--------------------	--------------	------------------------

4. After clicking **Add Item**, the **Egg Substitution Calculator** will list Eggs Prescribed=0 and Eggs Remaining=0.

Egg Substitution Calculator

Eggs Prescribed: 0	Remaining: 0	Unit of Measure: Dozen
--------------------	--------------	------------------------

The Tofu has successfully been substituted for Eggs.

Food Prescription Items

Category	Subcategory	Quantity	Category Max	UOM
Eggs	Eggs	0	1	Dozen
Breakfast Cereal	Breakfast Cereal	36	36	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	2	3	Containers
Bread/Whole Grains	WW Bread or Whole Grains	48	48	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$50.00	\$50.00	\$\$
Fish	Chnk Lt Tuna/Pink Salmon	10	10	Ounces
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	5.50	5.50	Gallons
Juice 64	Juice 64 oz fl	0	1	Containers
Cheese	Tofu 14-16oz Pkg	1	17	LB

Modifying Food Packages

- To substitute 1 Container Legumes for 1 dozen Eggs, reduce the quantity of Eggs by 1 dozen and increase the quantity of Legumes by 1 container as shown below. If the participant has more than 1 dozen eggs in their food package, additional containers of legumes can be substituted for eggs.

The screenshot shows a 'Food Prescription' interface. At the top, it displays the 'Food Prescription Date' as 12/23/2025, 'WIC Category' as Pregnant, 'Family Issuance Day' as 18, and 'Issuance Frequency' as 3 Month(s). The 'Food Prescription Items' grid below lists various food categories and their subcategories, quantities, and unit of measure (UOM). The 'Eggs' row (Category: Eggs, Subcategory: Eggs) has a quantity of 0 and a UOM of Dozen. The 'Legumes' row (Category: Legumes, Subcategory: Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr) has a quantity of 3 and a UOM of Containers. Other items listed include Breakfast Cereal, Bread/Whole Grains, Fruit & Vegetable CVB, Fish, Milk - Fat Reduced, and Juice 64 fl.

Food Prescription Items					
	Category	Subcategory	Quantity	Category Max Quantity	UOM
	Eggs	Eggs	0	1	Dozen
	Breakfast Cereal	Breakfast Cereal	26	36	Ounces
	Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	3	3	Containers
	Bread/Whole Grains	WW Bread or Whole Grains	40	40	Ounces
	Fruit & Vegetable CVB	Fruit and Vegetables	\$50.00	\$50.00	\$\$\$
	Fish	Chnk Lt Tuna/Pink Salmon	10	10	Ounces
	Milk - Fat Reduced	Skim/Non Fat or 1% Milk	5.50	5.50	Gallons
	Juice 64 fl	Juice 64 oz fl	0	1	Containers

The Egg Substitution Calculator will list Eggs Prescribed=0 and Eggs Remaining=0.

The screenshot shows the 'Egg Substitution Calculator' interface. It has three fields: 'Eggs Prescribed' (value: 0), 'Remaining' (value: 0, highlighted with a red box), and 'Unit of Measure' (value: Dozen).

Adding Food Prescription Items (Milk Substitution)

- Go to Quick Links > Issue Benefits > Prescribe Food. The Prescribe Food screen displays.
- Under Add Item to Food Prescription, select an item from the Category and Subcategory drop down list box to add another item to the prescription.
- Enter Quantity. The quantity cannot be more than the maximum without medical documentation.
- Click Add Item. The screen refreshes and the newly added food item displays within the Food Prescription grid.

The screenshot shows the 'Add Item to Food Prescription' interface. It has fields for 'Category' (Cheese), 'Subcategory' (Cheese), 'Quantity' (1), 'Max / Med Max' (1 / 1), 'UOM' (LB), and buttons for 'Add Item' (highlighted with a red box) and 'Clear'.

- Refer to the Milk Substitution Calculator located beneath Add Items to Food Prescription. Adjust the Milk Quantity on the Food Prescription grid to allow for the substitution. In this example, cheese is being substituted. One pound (1lb) of cheese is equivalent to 0.75 gallon of milk. The Validation Summary warns that the Milk Substitution Calculator indicates the milk must be reduced by 0.75 gallon. By reducing the total milk Quantity from 4 to 3.25 gallons, the error message disappears and the package may be saved.

Modifying Food Packages

Food Prescription

Food Prescription Date		WIC Category	Validation Summary: 1		12/23/2025	2 yr to 5 yr	Issuance Frequency	3 Month(s)																																																		
12/23/2025		Child	Please check milk substitution.		2 yr to 5 yr		22																																																			
Total Items: 9																																																										
<table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Category Max Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>Eggs</td> <td>Eggs</td> <td>1</td> <td>1</td> <td>Dozen</td> </tr> <tr> <td>Breakfast Cereal</td> <td>Breakfast Cereal</td> <td>36</td> <td>36</td> <td>Ounces</td> </tr> <tr> <td>Legumes</td> <td>Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr</td> <td>1</td> <td>2</td> <td>Containers</td> </tr> <tr> <td>Bread/Whole Grains</td> <td>WW Bread or Whole Grains</td> <td>24</td> <td>24</td> <td>Ounces</td> </tr> <tr> <td>Fruit & Vegetable CVB</td> <td>Fruit and Vegetables</td> <td>\$29.00</td> <td>\$29.00</td> <td>\$\$</td> </tr> <tr> <td>Fish</td> <td>Chnk Lt Tuna/Pink Salmon</td> <td>6</td> <td>6</td> <td>Ounces</td> </tr> <tr> <td>Milk - Fat Reduced</td> <td>Skim/Non Fat or 1% Milk</td> <td>4</td> <td>4</td> <td>Gallons</td> </tr> <tr> <td>Juice 64</td> <td>Juice 64 oz fl</td> <td>0</td> <td>1</td> <td>Containers</td> </tr> <tr> <td>Cheese</td> <td>Cheese</td> <td>1</td> <td>1</td> <td>LB</td> </tr> </tbody> </table>									Category	Subcategory	Quantity	Category Max Quantity	UOM	Eggs	Eggs	1	1	Dozen	Breakfast Cereal	Breakfast Cereal	36	36	Ounces	Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	1	2	Containers	Bread/Whole Grains	WW Bread or Whole Grains	24	24	Ounces	Fruit & Vegetable CVB	Fruit and Vegetables	\$29.00	\$29.00	\$\$	Fish	Chnk Lt Tuna/Pink Salmon	6	6	Ounces	Milk - Fat Reduced	Skim/Non Fat or 1% Milk	4	4	Gallons	Juice 64	Juice 64 oz fl	0	1	Containers	Cheese	Cheese	1	1	LB
Category	Subcategory	Quantity	Category Max Quantity	UOM																																																						
Eggs	Eggs	1	1	Dozen																																																						
Breakfast Cereal	Breakfast Cereal	36	36	Ounces																																																						
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	1	2	Containers																																																						
Bread/Whole Grains	WW Bread or Whole Grains	24	24	Ounces																																																						
Fruit & Vegetable CVB	Fruit and Vegetables	\$29.00	\$29.00	\$\$																																																						
Fish	Chnk Lt Tuna/Pink Salmon	6	6	Ounces																																																						
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	4	4	Gallons																																																						
Juice 64	Juice 64 oz fl	0	1	Containers																																																						
Cheese	Cheese	1	1	LB																																																						

Milk Substitution Calculator

Total Milk Available	Milk Prescribed	Total Milk Substituted	Milk Remaining	Unit of Measure
4	4	0.75	-0.75	Gallons

Click **Save** to assign the new prescription.

Food Prescription

Food Prescription Date		WIC Category	Age Category	Family Issuance Day	Issuance Frequency																																																					
12/23/2025		Child	2 yr to 5 yr	22	2 yr to 5 yr																																																					
Total Items: 9																																																										
<table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Category Max Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>Eggs</td> <td>Eggs</td> <td>1</td> <td>1</td> <td>Dozen</td> </tr> <tr> <td>Breakfast Cereal</td> <td>Breakfast Cereal</td> <td>36</td> <td>36</td> <td>Ounces</td> </tr> <tr> <td>Legumes</td> <td>Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr</td> <td>1</td> <td>2</td> <td>Containers</td> </tr> <tr> <td>Bread/Whole Grains</td> <td>WW Bread or Whole Grains</td> <td>24</td> <td>24</td> <td>Ounces</td> </tr> <tr> <td>Fruit & Vegetable CVB</td> <td>Fruit and Vegetables</td> <td>\$29.00</td> <td>\$29.00</td> <td>\$\$</td> </tr> <tr> <td>Fish</td> <td>Chnk Lt Tuna/Pink Salmon</td> <td>6</td> <td>6</td> <td>Ounces</td> </tr> <tr> <td>Milk - Fat Reduced</td> <td>Skim/Non Fat or 1% Milk</td> <td>3.25</td> <td>4</td> <td>Gallons</td> </tr> <tr> <td>Juice 64</td> <td>Juice 64 oz fl</td> <td>0</td> <td>1</td> <td>Containers</td> </tr> <tr> <td>Cheese</td> <td>Cheese</td> <td>1</td> <td>1</td> <td>LB</td> </tr> </tbody> </table>									Category	Subcategory	Quantity	Category Max Quantity	UOM	Eggs	Eggs	1	1	Dozen	Breakfast Cereal	Breakfast Cereal	36	36	Ounces	Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	1	2	Containers	Bread/Whole Grains	WW Bread or Whole Grains	24	24	Ounces	Fruit & Vegetable CVB	Fruit and Vegetables	\$29.00	\$29.00	\$\$	Fish	Chnk Lt Tuna/Pink Salmon	6	6	Ounces	Milk - Fat Reduced	Skim/Non Fat or 1% Milk	3.25	4	Gallons	Juice 64	Juice 64 oz fl	0	1	Containers	Cheese	Cheese	1	1	LB
Category	Subcategory	Quantity	Category Max Quantity	UOM																																																						
Eggs	Eggs	1	1	Dozen																																																						
Breakfast Cereal	Breakfast Cereal	36	36	Ounces																																																						
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	1	2	Containers																																																						
Bread/Whole Grains	WW Bread or Whole Grains	24	24	Ounces																																																						
Fruit & Vegetable CVB	Fruit and Vegetables	\$29.00	\$29.00	\$\$																																																						
Fish	Chnk Lt Tuna/Pink Salmon	6	6	Ounces																																																						
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	3.25	4	Gallons																																																						
Juice 64	Juice 64 oz fl	0	1	Containers																																																						
Cheese	Cheese	1	1	LB																																																						

New Food Package Rules:

- A maximum of 2 containers of Yogurt may be substituted for 2 quarts of Milk
- 1 lb Cheese may be substituted for 3 quarts of Milk.
 - Cheese is no longer in any default food packages.
 - Food Packages IVa, IVb, Va, Vb, and VI allow for 1 lb of cheese to be substituted for milk.
 - Food Package VII allows for 2 lbs of cheese to be substituted for milk.
 - Food Package VII+ allows for 3 lbs of cheese to be substituted for milk.

Modifying Food Packages

Modifying the Subcategory or Quantity of Infant Formula

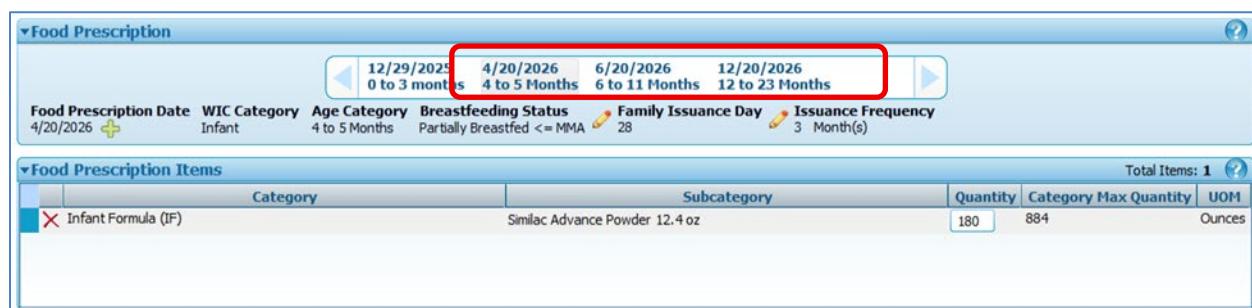
1. Go to **Quick Links > Issue Benefits > Prescribe Food**. The **Prescribe Food** screen displays.
2. For Initial Certifications of Infants, **Breastfeeding Status** will be based on the answer to 'How much formula do you give your infant in a 24-hour period?' on the Health Information screen. Quantity will default to 0 if the infant is receiving a quantity of formula below category max. CPA must adjust Quantity based on discussion with mother. Quantity chosen will determine Breastfeeding Status.
 - a. Enter the **Quantity** of formula to be prescribed
 - b. Click **Save**. A status message indicates success and the **Issue Food Instruments** screen is displayed.

Note: It is up to the CPA to determine the quantity for each of the prescriptions covering the infant certification period. If a default quantity is provided, the CPA may change the quantity or confirm the default quantity.



Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Formula (IF)	Similac Advance Powder 12.4 oz	0	806	Ounces

3. Click on each future date/age range in the Food Prescription Carousel and validate that the correct formula name and quantity is listed.



Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Formula (IF)	Similac Advance Powder 12.4 oz	180	884	Ounces

4. To select a different contract infant formula, go to the **Food Prescription Items** grid and select the desired formula under the **Subcategory** column.
5. Enter the **Quantity** of the formula prescribed.
6. Click **Save**. A status message indicates success and the **Issue Food Instruments** screen displays.
7. To modify the quantity of formula (based on your estimate of usage) enter the appropriate amount in the **Quantity** column field.

Modifying Food Packages

Bread Family
 Family ID: F0060000-4868
 521 Bakery Lane
 BOLIVIA, NC 28422

Ginger
Banana

Banana T. Bread
 Participant ID: 957640292L
 Age: 9 days
 WIC Category: Infant

Food Prescription

12/29/2025
4/20/2026
6/20/2026
12/20/2026
0 to 3 months
4 to 5 Months
6 to 11 Months
12 to 23 Months

Food Prescription Date	WIC Category	Age Category	Breastfeeding Status	Family Issuance Day	Issuance Frequency
12/29/2025	Infant	0 to 3 months	Partially Breastfed <= MMA	28	3 Month(s)

Food Prescription Items

Category	Subcategory	Quantity	Category Max Quantity		UOM
			Quantity	Category Max Quantity	
Infant Formula (IF)	Similac Advance Powder 12.4 oz	180	806	Ounces	
	Similac Advance Conc 13 oz				
	Similac Advance Powder 12.4 oz				
	Similac Advance RTF 32 oz				
	Similac Sensitive Powder 12.5 oz				
	Similac Sensitive RTF 32 oz				
	Similac Soy Isomil Concentrate 13 oz				
	Similac Soy Isomil Powder 12.4 oz				
	Similac Soy Isomil RTF 32 oz				
	Similac Total Comfort Powder 12.6 oz				

Add Item to Food Prescription

Category	Subcategory	Quantity	Max / Me
		0	/

Infant Formula

Similac Advance Pwd	Month	Dec	Jan	Feb	Mar	Total
	Quantity	180	180	180	180	720 / 90
	# Cans	2	2	2	2	8

Infant Formula Container

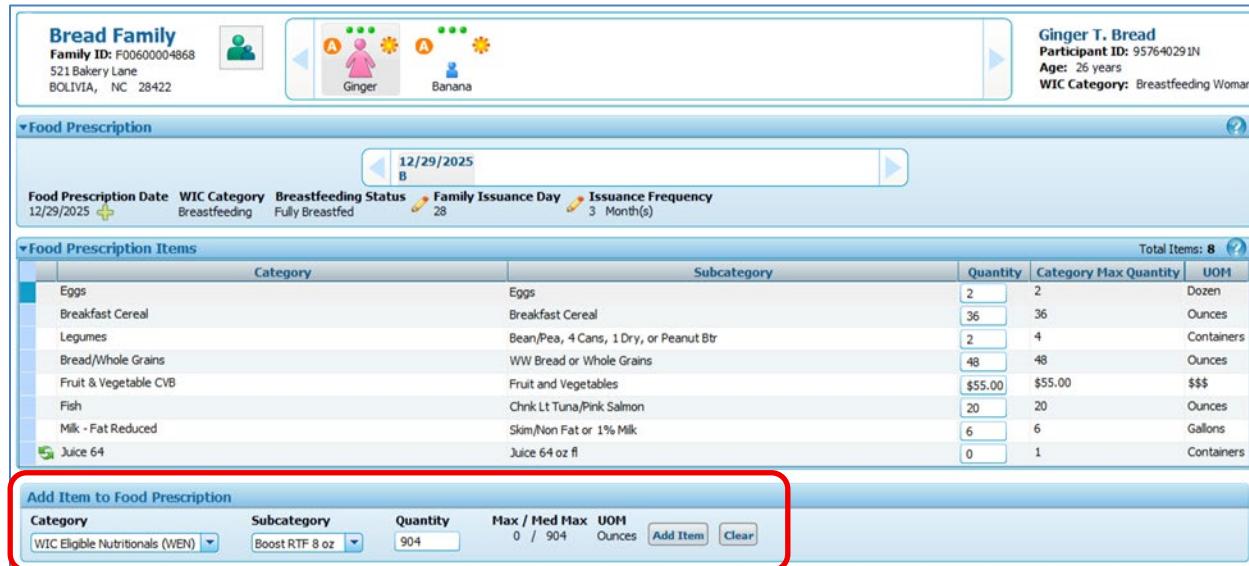
Infant Formula						
Similac Advance Pwd	Month	Dec	Jan	Feb	Mar	Total
	Quantity	180	180	180	180	720 / 90
	# Cans	2	2	2	2	8

- The value of the subcategory description field is the name of the formula.
- The value of the **months** field is the number of months in the certification period.
- The value of the **quantity** field is the prescribed ounces per month.
- The value of the **# can** field is the number of whole cans prescribed per month.
- The **Total** field represents the total number of ounces to be issued during the time-period according to the federal regulations based on age and food classification.
- The **Total** field also displays the reconstituted ounces of the formula being issued and the total number of cans that will be issued over the time-period.

Modifying Food Packages

Adding WIC Eligible Nutritionals (WEN)

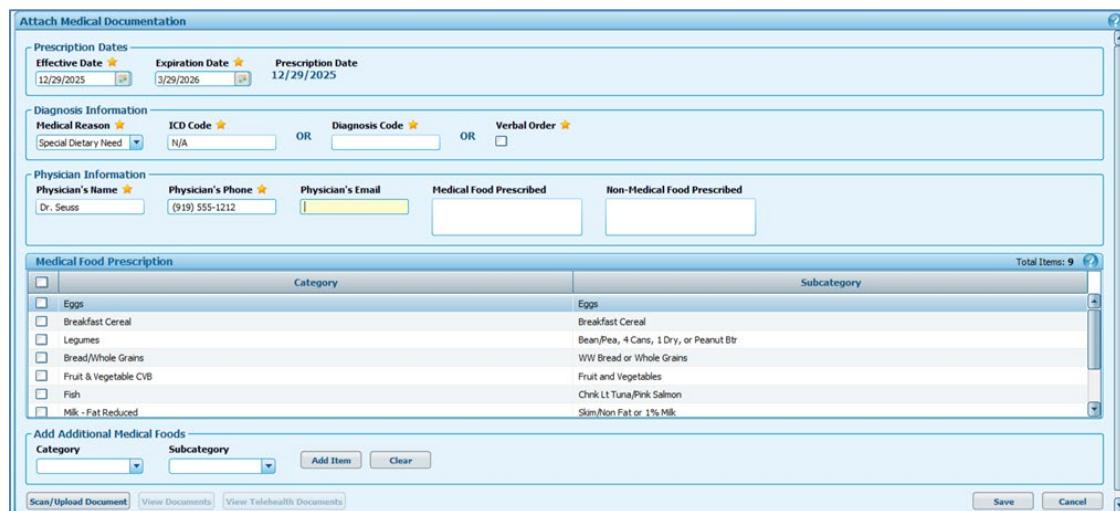
1. Go to **Quick Links > Issue Benefits > Prescribe Food**. The **Prescribe Food** screen displays
2. Under **Add Item to Food Prescription**, select an item from the **Category** and **Subcategory** drop down list box to add item to the prescription.
3. Enter **Quantity**. The quantity cannot be more than the maximum.
4. Click **Add Item**. This will bring up the **Medical Documentation Screen**.



The screenshot shows the 'Food Prescription' section of the 'Prescribe Food' screen. At the top, there's a header with 'Bread Family' and participant details: Family ID: F00600004868, 521 Bakery Lane, BOLIVIA, NC 28422, and a photo of a person. Below the header are icons for 'Ginger' and 'Banana'. The 'Food Prescription' section shows a date range from 12/29/2025 to 12/29/2025, with 'B' selected. Under 'Food Prescription Items', there's a table with columns: Category, Subcategory, Quantity, Category Max Quantity, and UOM. The table lists various food items with their respective quantities and units. At the bottom of the table is an 'Add Item to Food Prescription' input field. This field has 'Category' set to 'WIC Eligible Nutritionals (WEN)', 'Subcategory' set to 'Boost RTF 8 oz', and 'Quantity' set to '904'. There are also buttons for 'Add Item' and 'Clear'. A red box highlights this input field.

5. Complete starred fields on **Attach Medical Documentation** screen based on the prescription from the participant's medical provider. **For ICD Code, enter the ICD code from the prescription or if it is not available, enter N/A.**

Use the **Scan/Upload Document** button to scan the prescription. **Save** Attach Medical Documentation screen. Review Food Prescription to verify that WEN has been added to the Food Prescription and click **Save**.



The screenshot shows the 'Attach Medical Documentation' screen. It includes sections for 'Prescription Dates', 'Diagnosis Information', 'Physician Information', and 'Medical Food Prescription'. The 'Prescription Dates' section shows 'Effective Date' (12/29/2025), 'Expiration Date' (3/29/2026), and 'Prescription Date' (12/29/2025). The 'Diagnosis Information' section includes 'Medical Reason' (Special Dietary Need), 'ICD Code' (N/A), 'Diagnosis Code' (empty), and 'Verbal Order' (checkbox). The 'Physician Information' section shows 'Physician's Name' (Dr. Seuss), 'Physician's Phone' (919 555-1212), and 'Physician's Email' (empty). The 'Medical Food Prescription' section shows a table with columns: Category, Subcategory, and a 'Total Items: 9' indicator. The table lists various food items with their respective subcategories. At the bottom, there's an 'Add Additional Medical Foods' input field and a 'Scan/Upload Document' button.

Modifying Food Packages

Adding Exempt Infant Formula (EXF)

1. Go to **Quick Links > Issue Benefits > Prescribe Food**. The **Prescribe Food** screen displays
2. Under **Add Item to Food Prescription**, select an item from the **Category** and **Subcategory** drop down list box to add item to the prescription.
3. Enter **Quantity**. The quantity cannot be more than the maximum.
4. Click **Add Item**. This will bring up the **Medical Documentation Screen**.

The screenshot shows the 'Food Prescription' screen. At the top, it displays the Nissan Family information (Family ID: F00100006635, 654 California Drive, BOLIVIA, NC 28422) and participant Natasha T. Nissan (Participant ID: 9576398167, Age: 5 months, WIC Category: Infant). Below this, the 'Food Prescription' section shows the following details:
Food Prescription Date: 12/29/2025
WIC Category: Infant
Age Category: 4 to 5 Months
Breastfeeding Status: Fully Breastfed
Family Issuance Day: 5
Issuance Frequency: 3 Month(s)
The 'Food Prescription Items' table is empty, showing 'Total Items: 0'. Below this, the 'Add Item to Food Prescription' section shows:
Category: Exempt Infant Formula (EXF)
Subcategory: Nutramigen with Probiotic LGG Powder 12.6 oz
Quantity: 884
Max / Med Max: 0 / 884 Ounces
UOM: Ounces
Buttons: Add Item, Clear

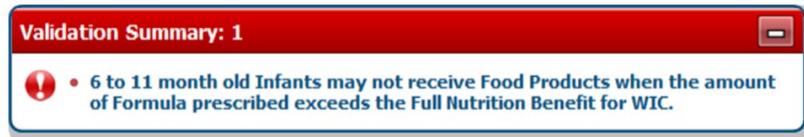
5. Complete starred fields on **Attach Medical Documentation** screen based on the prescription from the participant's medical provider. **For ICD Code, enter the ICD code from the prescription or if it is not available, enter N/A.**

Use the **Scan/Upload Document** button to scan the prescription. **Save** Attach Medical Documentation screen. Review Food Prescription to verify that EXF has been added to the Food Prescription and click **Save**.

The screenshot shows the 'Attach Medical Documentation' screen. It includes fields for Prescription Dates (Effective Date: 12/29/2025, Expiration Date: 3/29/2026, Prescription Date: 12/29/2025), Diagnosis Information (Medical Reason: Formula Intolerance, ICD Code: N/A, Diagnosis Code: N/A, Verbal Order: N/A), Physician Information (Physician's Name: Dr. Seuss, Physician's Phone: (919) 555-1212, Physician's Email: N/A), and Medical Food Prescription (Category: Exempt Infant Formula (EXF), Subcategory: Nutramigen with Probiotic LGG Powder 12.6 oz). Below this, the 'Add Additional Medical Foods' section shows:
Category: Exempt Infant Formula (EXF)
Subcategory: Nutramigen with Probiotic LGG Powder 12.6 oz
Buttons: Scan/Upload Document, View Documents, View Telehealth Documents, Save, Cancel

Modifying Food Packages

6. If the infant is 6 to 11 months old and prescribed an exempt infant formula, a maximum of 884 ounces of exempt formula may be prescribed if the Infant Cereal and Infant Fruits and Vegetables are zeroed out. If the family would like to keep Infant Cereal and Infant Fruits and Vegetables, a maximum of 624 ounces of exempt formula is allowed.



In this example, Infant Cereal and Infant Fruits and Vegetables are zeroed out:



Food Prescription Date	WIC Category	Age Category	Breastfeeding Status	Family Issuance Day	Issuance Frequency
1/2/2026	Infant	6 to 11 Months	Fully Formula Fed	5	3 Month(s)

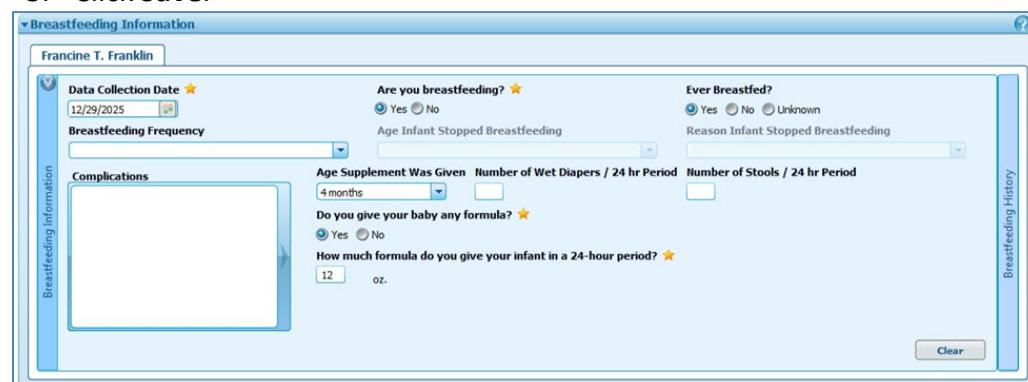
Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Fruit & Vegetable	Infant Fruit & Vegetable	0	128	Ounces
Breakfast Cereal	Infant Cereal	0	8	Ounces
Infant Meats		0	0	Ounces
Exempt Infant Formula (EXP)	Nutramigen with Probiotic LGG Powder 12.6 oz	884	884	Ounces

7. Go to each age category in the Carousel if appropriate. Click Save to assign the new prescription.

Changing Breastfeeding Status from Fully Breastfed to Partially Breastfed

These instructions are for modifying food packages to an infant and mother dyad at the infant's first formula issuance. To add or increase formula after issuance, refer to the resources [Add Formula Quick Guide](#) or [Increase Formula Quick Guide](#).

1. Navigate to the **Prescribe Food** screen to review the current Food Prescription.
2. Select Infant record in the Family Carousel.
3. Navigate to the infant's **Health Information** screen on the Quick Links menu.
4. Scroll down to change the **Breastfeeding Information**. Answer the following questions:
 - Are you breastfeeding?
 - Do you give your infant any formula?
 - How much formula do you give your infant in a 24- hour period?
5. Click **Save**.



Modifying Food Packages

6. Navigate back to the **Prescribe Food** screen. Note the infant's category.

Franklin Family
Family ID: F00600004860
863 Pine Tree Lane
BOLIVIA, NC 28422

Frederick S. Franklin
Participant ID: 957639840L
Age: 4 months
WIC Category: Infant

Food Prescription

Food Prescription Date	WIC Category	Age Category	Breastfeeding Status	Family Issuance Day	Issuance Frequency
12/29/2025	Infant	4 to 5 Months	Partially Breastfed <= MMA	21	3 Month(s)

Food Prescription Items

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Formula (IF)	Similac Advance Powder 12.4 oz	0	884	Ounces

7. Enter the Quantity of Formula to be Prescribed to the Infant.

Franklin Family
Family ID: F00600004860
863 Pine Tree Lane
BOLIVIA, NC 28422

Frederick S. Franklin
Participant ID: 957639840L
Age: 4 months
WIC Category: Infant

Food Prescription

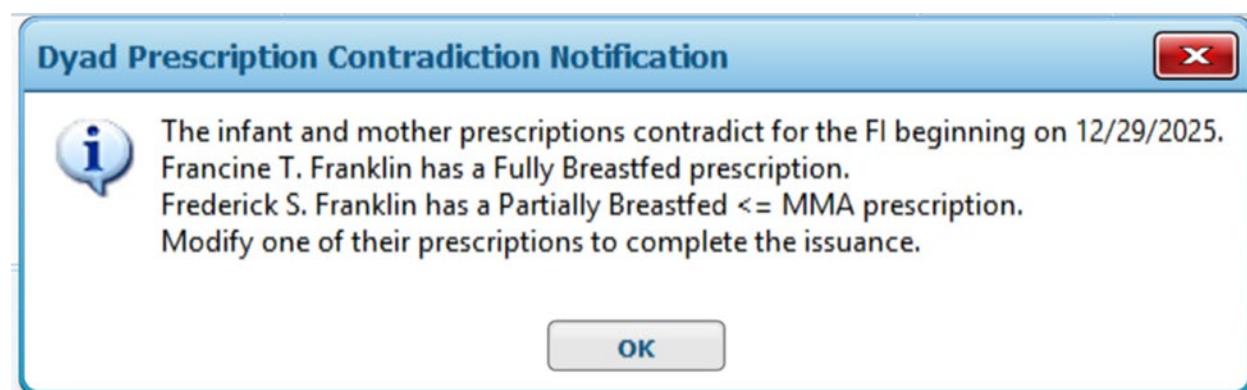
Food Prescription Date	WIC Category	Age Category	Breastfeeding Status	Family Issuance Day	Issuance Frequency
12/29/2025	Infant	4 to 5 Months	Partially Breastfed <= MMA	21	3 Month(s)

Food Prescription Items

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Formula (IF)	Similac Advance Powder 12.4 oz	360	884	Ounces

8. Click through the age categories in the food prescription carousel and update the Quantity on each prescription as needed.
9. Click on the mother's icon in the Family Carousel. The mother's WIC Category and Food Prescription should automatically update. Review the mother's prescription, modify as needed and select **Save**.

NOTE: If you click **Save** on the Infant's Prescribe Food screen before you update the Mother's Food Prescription screen, the following message will appear:



Modifying Food Packages

Food Package VII for Pregnant and Breastfeeding:

The participant who is pregnant **and** fully or partially breastfeeding ≤ MMA is entitled to receive Food Package VII until the infant she is breastfeeding turns one year of age.

Crossroads will indicate **Food Package VII** on the Prescribe Food screen, **IF** the following steps are completed on the **Health Information** screen of the Pregnant Woman:

- 1) A checkmark is placed in the **Currently Breastfeeding?** box

Kansas Family
Family ID: F00600004808
521 Basketball Lane
BOLIVIA, NC 28422

Karen T. Kansas
Participant ID: 957639635M
Age: 26 years and 10 months
WIC Category: Pregnant

Pregnancy

Last Menstrual Period ★
9/25/2025

Expected Delivery Date ★
7/2/2026

Number of Prenatal Healthcare Visits

First Prenatal Healthcare Visit Date

Date Last Seen By Physician

Proof of Pregnancy

Dietary Supplement Taken Before Pregnancy

Number of Fetuses this Pregnancy
Gravida: 1
Para: 0

Health Conditions

Medical Home

Adequacy of Prenatal Care
No

Age at Conception
26 years and 8 months

Inter-Conception Time in Months
2

Currently Breastfeeding?

- 2) The Breastfeeding Information section indicates full breastfeeding or partial breastfeeding ≤ MMA

Breastfeeding Information
Michael S. Kansas

Data Collection Date ★
12/29/2025

Are you breastfeeding?
 Yes No

Ever Breastfed?
 Yes No Unknown

Breastfeeding Frequency
8 times per day

Age Infant Stopped Breastfeeding

Reason Infant Stopped Breastfeeding

Complications

Age Supplement Was Given
4-10 days

Number of Wet Diapers / 24 hr Period
8

Number of Stools / 24 hr Period
3

Do you give your baby any formula?
 Yes No

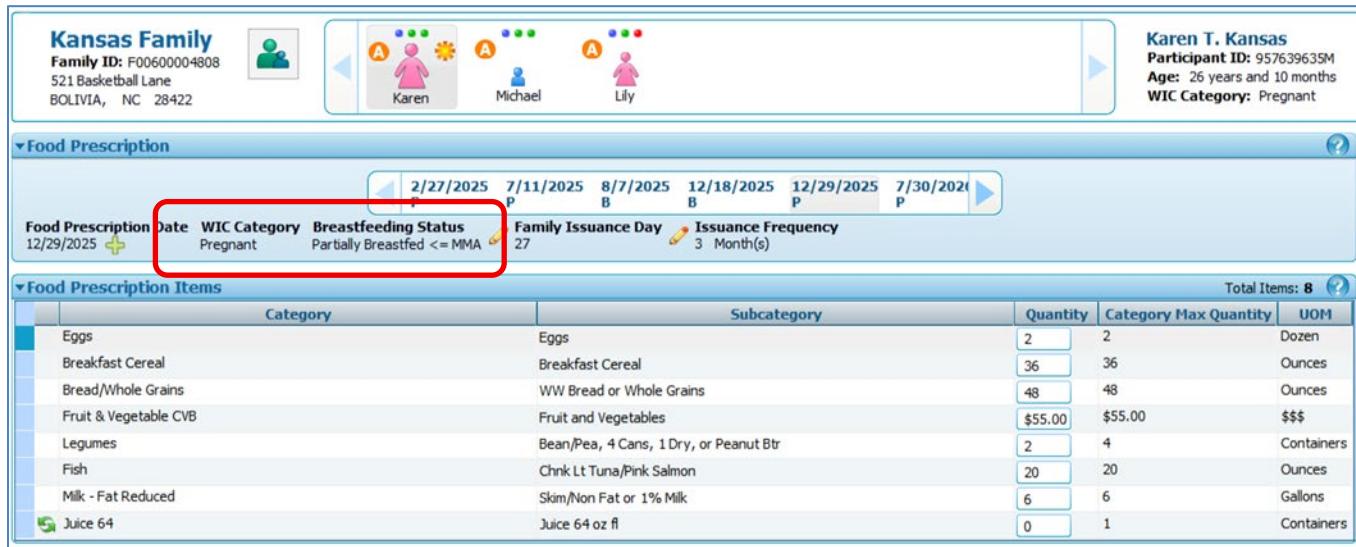
How much formula do you give your infant in a 24-hour period? ★
5.00 oz.

Breastfeeding History

Clear

Modifying Food Packages

The Prescribe Food screen will then list Pregnant Fully Breastfed (Food Package VII) until the breastfed infant turns 1 year of age.



Kansas Family
Family ID: F00600004808
521 Basketball Lane
BOLIVIA, NC 28422

Karen T. Kansas
Participant ID: 957639635M
Age: 26 years and 10 months
WIC Category: Pregnant

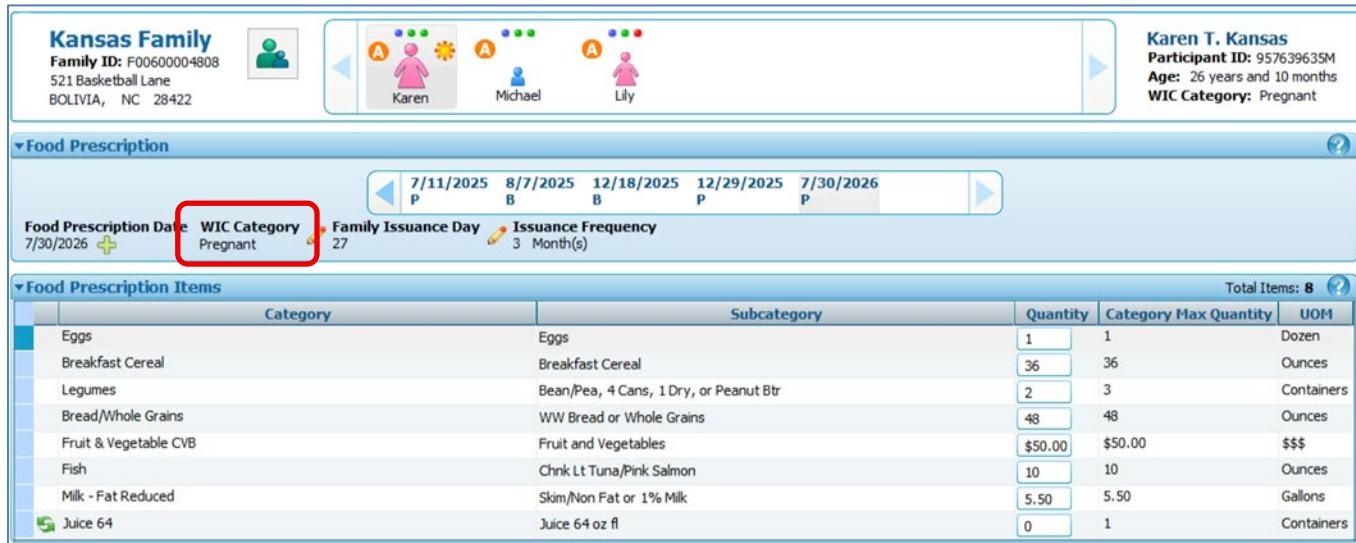
Food Prescription

Food Prescription Date	WIC Category	Breastfeeding Status	Family Issuance Day	Issuance Frequency
12/29/2025	Pregnant	Partially Breastfed <= MMA	27	3 Month(s)

Food Prescription Items Total Items: 8

Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Eggs	2	2	Dozen
Breakfast Cereal	Breakfast Cereal	36	36	Ounces
Bread/Whole Grains	WW Bread or Whole Grains	48	48	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$55.00	\$55.00	\$\$
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	2	4	Containers
Fish	Chnk Lt Tuna/Pink Salmon	20	20	Ounces
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	6	6	Gallons
Juice 64	Juice 64 oz fl	0	1	Containers

In this scenario, the breastfed infant turns 1 year of age on 7/30/26: Crossroads automatically changes the woman's Food Package to Va (Pregnant) on 7/30/26.



Kansas Family
Family ID: F00600004808
521 Basketball Lane
BOLIVIA, NC 28422

Karen T. Kansas
Participant ID: 957639635M
Age: 26 years and 10 months
WIC Category: Pregnant

Food Prescription

Food Prescription Date	WIC Category	Family Issuance Day	Issuance Frequency
7/30/2026	Pregnant	27	3 Month(s)

Food Prescription Items Total Items: 8

Category	Subcategory	Quantity	Category Max Quantity	UOM
Eggs	Eggs	1	1	Dozen
Breakfast Cereal	Breakfast Cereal	36	36	Ounces
Legumes	Bean/Pea, 4 Cans, 1 Dry, or Peanut Btr	2	3	Containers
Bread/Whole Grains	WW Bread or Whole Grains	48	48	Ounces
Fruit & Vegetable CVB	Fruit and Vegetables	\$50.00	\$50.00	\$\$
Fish	Chnk Lt Tuna/Pink Salmon	10	10	Ounces
Milk - Fat Reduced	Skim/Non Fat or 1% Milk	5.50	5.50	Gallons
Juice 64	Juice 64 oz fl	0	1	Containers

If you have questions regarding any policy aspect of this document, please contact your Regional Nutrition Consultant. If you have any questions about Crossroads procedures, please contact the Community Nutrition Services Section Customer Service Desk at 919.707.5795, or via email at CNS.CustomerService@dhhs.nc.gov.