

Evaporated Milk Follow-up – ACTION ITEM!

MARCH 20, 2025

We have received some questions about the changes that need to be made for participants currently receiving evaporated milk. The following information and scenarios will hopefully clarify what you need to do and how to do it.

Overview of Milk Change

- Beginning June 7, participants will be able to choose the type of milk they want to purchase at the store (regular, soy beverage, powdered, goats, evaporated, lactose-free) when issued the default milk food item (*Fat Free/Skim or 1% milk or Whole Milk* for children 1-2 years old).
- All evaporated milk food items (including goat's), except for 2% evaporated milk which requires Food Package III to issue, have an **inactive** date in WINNIE of June 6. This is the one milk food item that will **require** a new food package to be created **before** this change is made.
 - Evaporated milk is different from other types of milk because it is issued in cans, not gallons, which is why it must be made inactive prior to this change.
- **ACTION ITEM!** You must use *the Selected LDTU* function in Issue Benefits to **change the household's LDTU to the 6th for the next suggested set of benefits** for all new or current households with a member being issued evaporated milk. Create a new food package with the default milk food item (*Fat Free/Skim or 1% milk or Whole Milk* for children 1-2 years old) and an Effective Date of June 7.
- Other milk food items will be made inactive October 31. Participants receiving specific milk food items (ex: lactose-free milk) will need to have a new food package created before October 31 with the default milk food item (*Fat Free/Skim or 1% milk or Whole Milk* for children 1-2 years old).

Explaining the Dates

- June 6:
 - No benefits that include evaporated milk food items should have an LDTU **after June 6**.
 - The evaporated milk food items are inactive in WINNIE as of June 6. This means that:
 - New food packages with an Effective Date **after June 6** cannot add evaporated milk food items.
 - Existing food packages with evaporated milk food items cannot be issued for benefit sets with a Printed First Date to Use (PFDTU) **after June 6** (see [Scenario 2](#)).

EVAPORATED MILK FOLLOW-UP

- The state will make changes to UPCs on June 6 so that any type of milk can be purchased with the default milk food item.
- June 7: The state will update the current default milk food items in WINNIE to:
 - Fat Free/Skim or 1% milk (WIC-allowed)
 - Whole Milk (WIC-allowed)

Due to potential delays in stores updating the UPCs in their systems, households that want to purchase evaporated milk using the default milk food item must wait until June 9. **They will not be able to purchase evaporated milk until June 9. It is very important that this is discussed with these families.**

Identifying Households

NOTE! Many agencies may not have any households receiving evaporated milk. **However, every household with a member receiving evaporated milk must have a cycle with an LDTU of the 6th.**

Use the FOOD & FORMULA ITEMS ISSUED BY PFDTU Infoview report (found in the INFOVIEW TEMPLATES >> Food & Formula folder) to identify participants receiving evaporated milk.

Prompts:

- Your 3-digit Agency ID
- 15;17;18;41 (food item IDs - separate with semi-colon and no spaces)
- Dates: 3/5/25 – 6/6/25

Enter a Priority Alert with the subject of *Benefit Issuance* to inform the next staff person issuing benefits that the household's cycle must be changed so that the LDTU is the 6th. Remind the staff person that this **must be communicated to the family.**

You must not have any participants with an LDTU after June 6 with the evaporated milk food item in their benefits. Continue to run this report to ensure all household cycles have been updated.

Changing the LDTU – How it Works

WINNIE Training Module Reference: [Issue Benefits 2B – Manual Cycle Adjustment](#)

Early Issuance: The Selected LDTU calendar is disabled if anyone in the household has a future set of benefits with a Printed First Date to Use (PFDTU) greater than today's date. This means that you cannot change the LDTU until the PFDTU of the household's last set of benefits is today or in the past.

Example: Today is 3/20. Household's last set of issued benefits are for 4/3 – 5/2. Since the PFDTU is in the future you cannot change the LDTU until 4/3.

When the PFDTU of the last set of benefits is today (or in the past), the dates available in the Selected LDTU calendar are the PFDTU through the LDTU for the first suggested benefit set.

Example: Today is 3/20. Household’s last set of issued benefits are for 3/20 – 4/19. Since the PFDTU of the last issued set is today’s date, you can change the LDTU. The first suggested set is 4/20 – 5/19 and the dates available in the Selected LDTU calendar are 4/20 – 5/19.

Late Issuance: Once the PFDTU for the first benefit set is in the past, the dates available in the Selected LDTU calendar are the **FDTU** through the LDTU. The later the issuance, the fewer the number of days to choose from.

Example: Today is 3/20. Household’s last set of issued benefits are for 2/1 – 2/28. The first suggested set is <3/1> 3/20 – 3/31. Since this is late issuance, the dates available in the Selected LDTU calendar are the **FDTU** (today’s date, 3/20) through the LDTU, 3/31.

Changing the LDTU – A Couple of Scenarios

Scenario 1

Last issuance and the 6th is not an option in the Selected LDTU calendar due to late issuance.

- Date is 3/20
- Next set is <3/1> 3/20 – 3/31
- Available dates in the Selected LDTU calendar are 3/20 – 3/31

What to do (using this example):

- Issue first late set with evaporated milk for <3/1> 3/20 – 3/31.
- Create a new food package with the default milk food item and an Effective Date of 6/7.
- In Issue Benefits, the first set will now be 4/1 – 4/30 and the 1st – 30th will be available in the Selected LDTU calendar.
- Change the Selected LDTU to 4/6. The household’s benefit sets will be:
 - 4/1 – 4/6 (partial - evaporated milk food item)
 - 4/7 – 5/6 (evaporated milk food item)
 - 5/7 – 6/6 (evaporated milk food item)
 - Future benefits sets will be issued for the default milk food item.

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Scenario 2

Benefits have already been issued for evaporated milk with a LDTU after June 6. (WINNIE will allow benefits to be issued that overlap the inactive date because the inactive date is based on the PDFTU.)

The inactive food item message will not display until the benefit set with a PFDTU **after** the inactive date.

❌ Benefits cannot be issued for 06/16/2025-07/15/2025 because the Fat Free milk (evaporated) (15) food item in the food prescription for Barb, Rue is expired on 06/06/2025.

- Date is 3/20
- Benefits already issued for evaporated milk for 3/16 – 4/15, 4/16 – 5/15 and 5/16 – 6/15.
- No dates are available in the Selected LDTU calendar because household has future benefits with PFDTU greater than today's date.

What to do (using this example):

- Contact the family and discuss with them that their cycle needs to be changed from its current cycle to the 7th – 6th.
- Regardless of whether any benefits have been redeemed for the current set of benefits, **void only future months in Adjust Benefits.**
 - Void future benefits (4/16 – 5/15 and 5/16 – 6/15).
 - Create a new food package with the default milk food item and an Effective Date of 6/7.
 - In Issue Benefits, the first set will be 4/16 – 5/15 and since the PFDTU of their current set is before today, 4/16 – 5/15 will be available in the Selected LDTU calendar.
 - Change the Selected LDTU to 5/6. The household's benefit sets will be:
 - 4/16 – 5/6 (partial - evaporated milk food item)
 - 5/7 – 6/6 (evaporated milk food item)
 - Future benefits sets will be issued for the default milk food item.

Scenario 3

A new household is certified prior to June 6 and one of the members is receiving evaporated milk.

- Date is 3/20
- New certification on 3/20; no previous benefits issued.

What to do (using this example):

- System auto-generates a default food package with an Effective Date of 3/20, and you update it to have the evaporated milk food item.
- Create another food package with the default milk food item and an Effective Date of 6/7.
- In Issue Benefits, the suggested benefit sets are: 3/20 – 4/19, 4/20 – 5/19, and 5/20 – 6/19.
- Available dates in the Selected LDTU calendar are 3/20 – 4/19.
- Change the Selected LDTU to 4/6. The household's benefit sets will be:
 - 3/20 – 4/6 (partial - evaporated milk food item)
 - 4/7 – 5/6 (evaporated milk food item)
 - 5/7 – 6/6 (evaporated milk food item)
 - Future benefits sets will be issued for the default milk food item.

Scenario 4

A new household is certified on 6/6 and one of the members is receiving evaporated milk.

What to do (using this example):

- Create a food package with the evaporated milk food item and an Effective Date of 6/6.
- Create another food package with the default milk food item and an Effective Date of 6/7.
- In Issue Benefits, the suggested benefit sets are: 6/6 – 7/5, 7/6 – 8/5, 8/6 – 9/5.
- Available dates in the Selected LDTU calendar are 6/6 – 7/5.
- Change the Selected LDTU to 6/6. The household's benefit sets will be:
 - 6/6 – 6/6 (partial - evaporated milk food item)
 - 6/7 – 7/6 (default milk food item)
 - 7/7 – 8/6 (default milk food item)
 - 8/7 – 9/6 (default milk food item)

Important!

NOTE! Always make sure that you discuss with the family that:

- We are changing how they will be able to buy milk at the store beginning in June and their benefits will no longer list evaporated milk.
- For June benefits, they should wait until June 9th to buy evaporated milk.
- They may be receiving extra foods for one of the months before this change.
- Their benefits will now expire on the 6th of each month.

Questions?

Please contact the MN Help Desk (1-800-488-8799, press 2, 2) if you have any questions about changing the household's LDTU.

References – Complete Listing of Hyperlinks

[WINNIE Training Module: Issue Benefits 2B – Manual Cycle Adjust](https://www.health.state.mn.us/training/cfh/wic/winnie/issue2b/index.html)
(<https://www.health.state.mn.us/training/cfh/wic/winnie/issue2b/index.html>)

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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