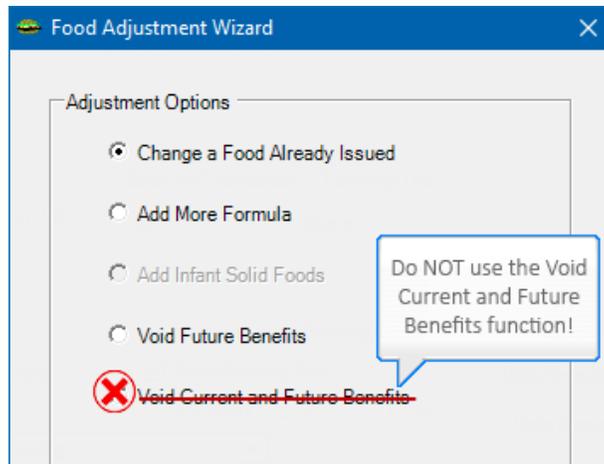


# Changing Formula Already Issued

3/2/2022

When changing formula already issued, **DO NOT VOID** the benefit. Use the Food Adjustment Wizard to replace/recover, or adjust, the benefit(s).



## Steps

1. In Food Adjustment Wizard, select **Change Food Already** Issued.
2. Select **FORMULA** from *Food Category* drop-down.
3. If the participant is returning purchased (unopened) cans to the clinic, enter the number of cans into the *Enter Return Quantity* dialogue. This quantity can also be zero (0).
4. Select the new formula being issued.
5. The maximum number of cans of the new formula that can be issued displays in the *Cans to Issue* column (based on the sum of the number of cans in the *Amount Returned* and the *Amount Recovered* columns). A row will display for any issued future benefits as well.
6. Click **Send EBT Data**.
7. HuBERT will automatically void any future benefits and reissue them with the new formula.

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