**Proration**

**Proration of benefits**
Individual client benefits will be automatically adjusted in KWIC in order to align First Use Dates (FUDs) in a family when a new member is added or transferred to the group. The alignment is to the first valid use date of the family. Benefits are prorated based on the number of days left in the benefit cycle for the family.

**Foods Excluded from Proration**
- **Cheese**—ALL—Cheese, Tofu
- **Eggs**—ALL—Fresh shell eggs
- **Legumes**—ALL—Peanut Butter, Dry Legumes or Dry Peas (mature seed), Canned Beans
- **Fruit & Vegetable**—Cash Value Benefits
- **Yogurt**—ALL—Whole Fat, Low Fat, Non Fat
- **Whole Grains**—ALL—Whole Wheat Tortillas, Soft Corn Tortillas, Brown Rice, Whole Wheat Pasta, 100% Whole Wheat Bread, Rolls & Buns

**Automatic KWIC Benefit Adjustment**
- Benefits are prorated based on the number of days left in the benefit cycle for the family using the table below:

<table>
<thead>
<tr>
<th>Days remaining</th>
<th>Percent of package issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5</td>
<td>25%</td>
</tr>
<tr>
<td>6-17</td>
<td>50%</td>
</tr>
<tr>
<td>18-23</td>
<td>75%</td>
</tr>
<tr>
<td>24 days and up</td>
<td>100%</td>
</tr>
</tbody>
</table>
• The automatic calculation will display on the assign food package screen.
• When you assign a food package that is prorated, you will see the proration amount. However, after you issue benefits, the message disappears if you go back into the Assign Food Package screen. Even though the message disappears, the food package is still prorated.

Before “issue benefits,” proration amount is visible:

After “issue benefits,” proration amount disappears:

How to view proration percentage after issuing benefits:

1. Assign Food Package screen (eWIC Issuance < Assign Food Package) select View
2. **Issue Benefits** screen (eWIC Issuance < Issue Benefits)

   ![Issue Benefits Screen](image)

   **TIP:** If you click “View” from here, you will see the same screen as pictured in option #1.

3. **Activity** screen (eWIC Issuance < Account < Activity)

   ![Activity Screen](image)

**Example: Adding a new baby**

A pregnant mom has benefits from 7/11-8/10 and 8/11-9/10. She comes in August 2nd with a fully formula fed newborn. The baby’s 1st month’s benefit period will be 7/11-8/10 in order to match up the FUDs of each month. The baby’s benefits will be prorated from 9 cans to 5 cans since the benefit period is only 8 days (50% of the package). The infant would receive the full month benefit with the next issuance cycle.

**TIP:** It is common to see the baby’s benefit period start before he/she was born! This is to align to the first valid use date of the group, so don’t be confused by it.
How does KWIC prorate for 30-Day Temps?

If there is already another family member on WIC, the 30-Day Temp’s FUD will match up to the one on WIC.

So, it’s possible one client with a 30-day temp may receive 100% of a package with 30 days to use it, and another client may receive 50% of a package with 14 days to use it. It all depends on how the FUDs match up!

Proration Rules for 30-Day Temps

- If 16 days or more = 100%
- If 15 or less = 50% (still may only have 5 days to use it, but at least they have a 50% package)

If a client certified as 30-Day Temp was issued benefits that were prorated, make sure they know they need to come in with their proofs before (or less than 15 days after) their benefits expire in order to avoid prorating again next time.

How does KWIC prorate & not prorate when selecting dropdown reasons for client terminations & suspensions?

**TERMINATIONS**

NO PRORATION of benefits

Note: This means client keeps all benefits as issued if they have current benefits if terminated using these dropdown reasons. The system doesn’t automatically void the benefits, so staff would have to manually void benefits if necessary.

- Adult client was terminated for categorical ineligibility because of age
- Breastfeeding mother whose baby is over one year old
- Caregiver request
- Certification period expired
- Child reached five years old
- Death
- Does not live in program area
- Duplicate client
- No nutritional risk found
- Non-breastfeeding mother, six months or more after delivery
- Other
- Over income guidelines
- Pregnant, six weeks past due date
- Priority not served

**PRORATION of benefits**
The following termination reasons are prorated to allow the client to receive the required 15-day notice to request a fair hearing.
- Dual participation
- Program Abuse – accepting cash or credit from store with WIC transaction, second violation
- Program Abuse – altering WIC checks, second violation (this will remain an option until all clinics are eWIC)
- Program Abuse – assessed claim, $100
- Program Abuse – eligibility misrepresentation, second violation
- Program Abuse – fraudulent dual participation

**SUSPENSIONS**
All suspension reasons are prorated to allow the client to receive the required 15-day notice to request a fair hearing.