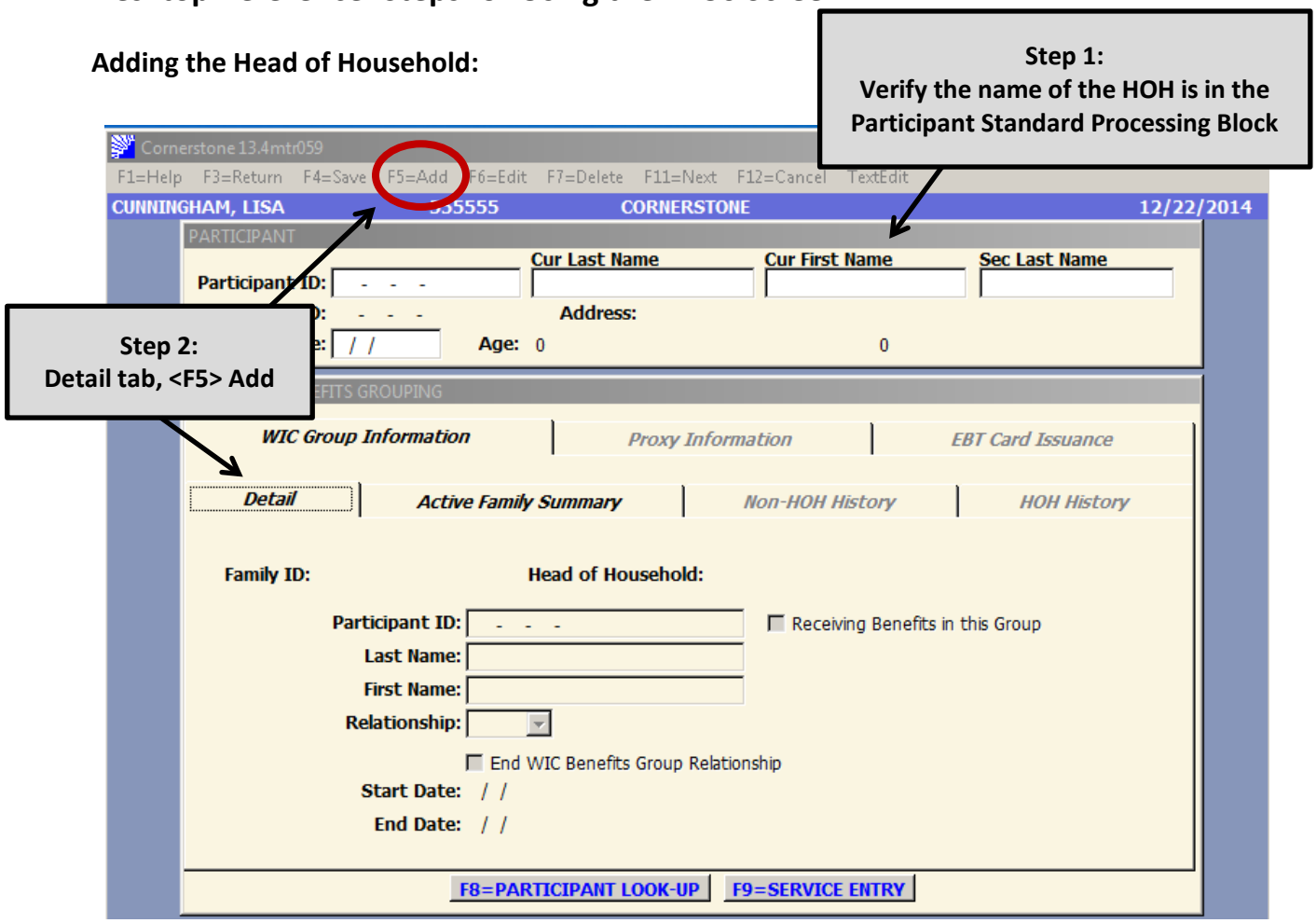
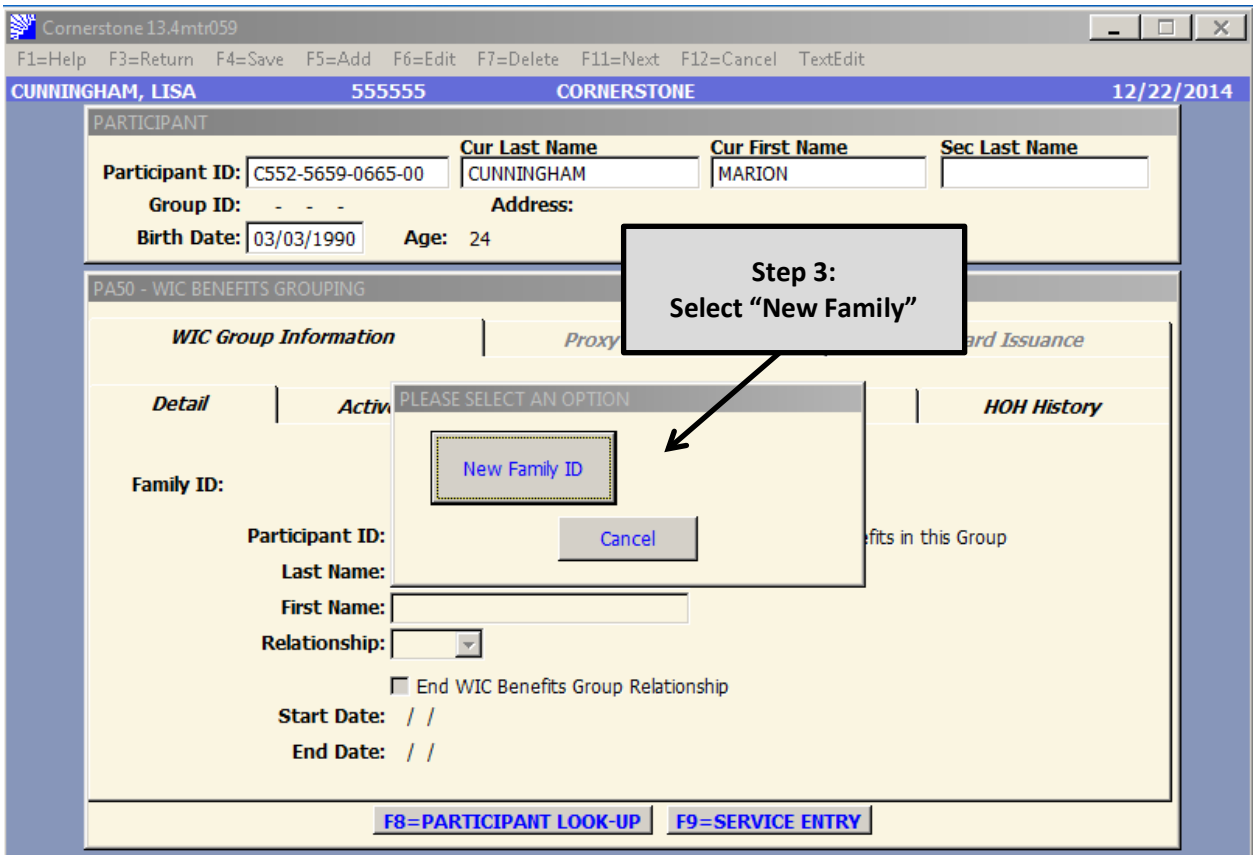
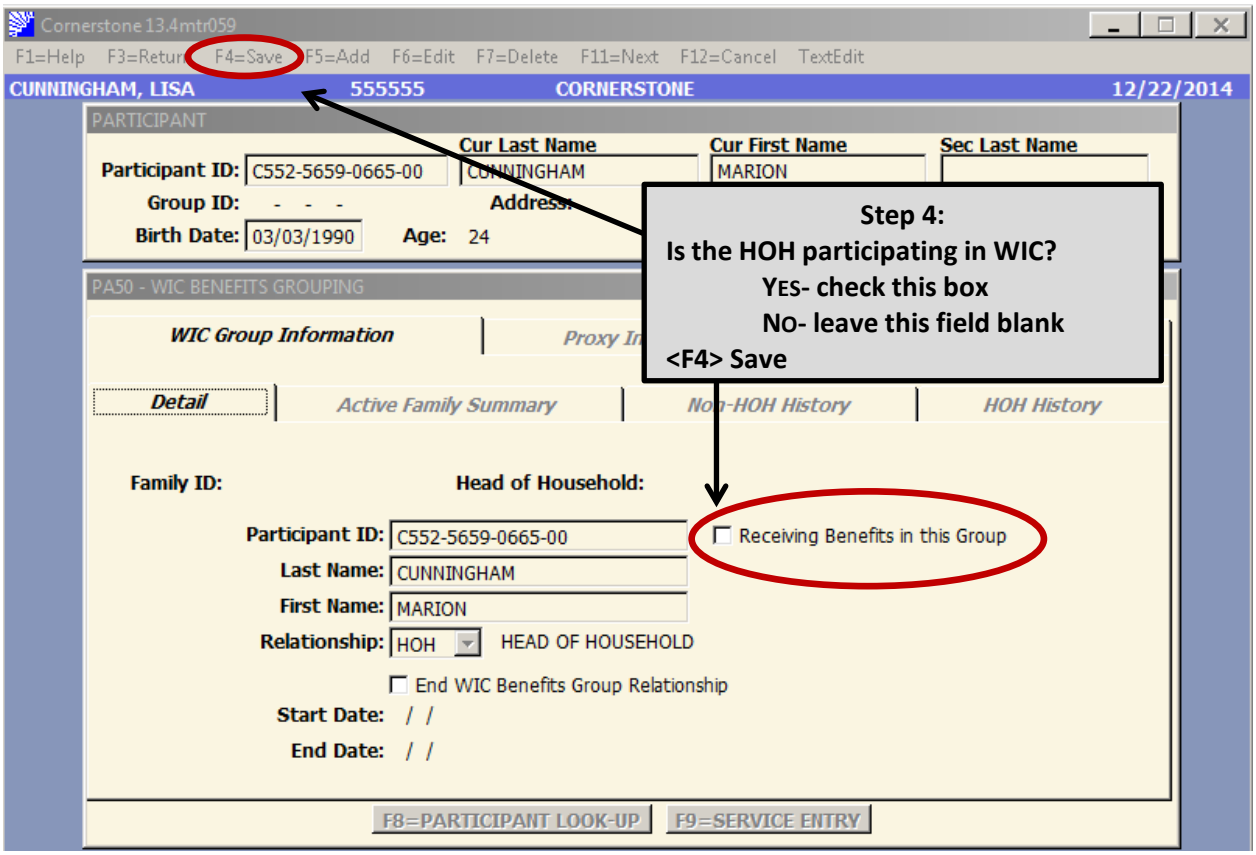
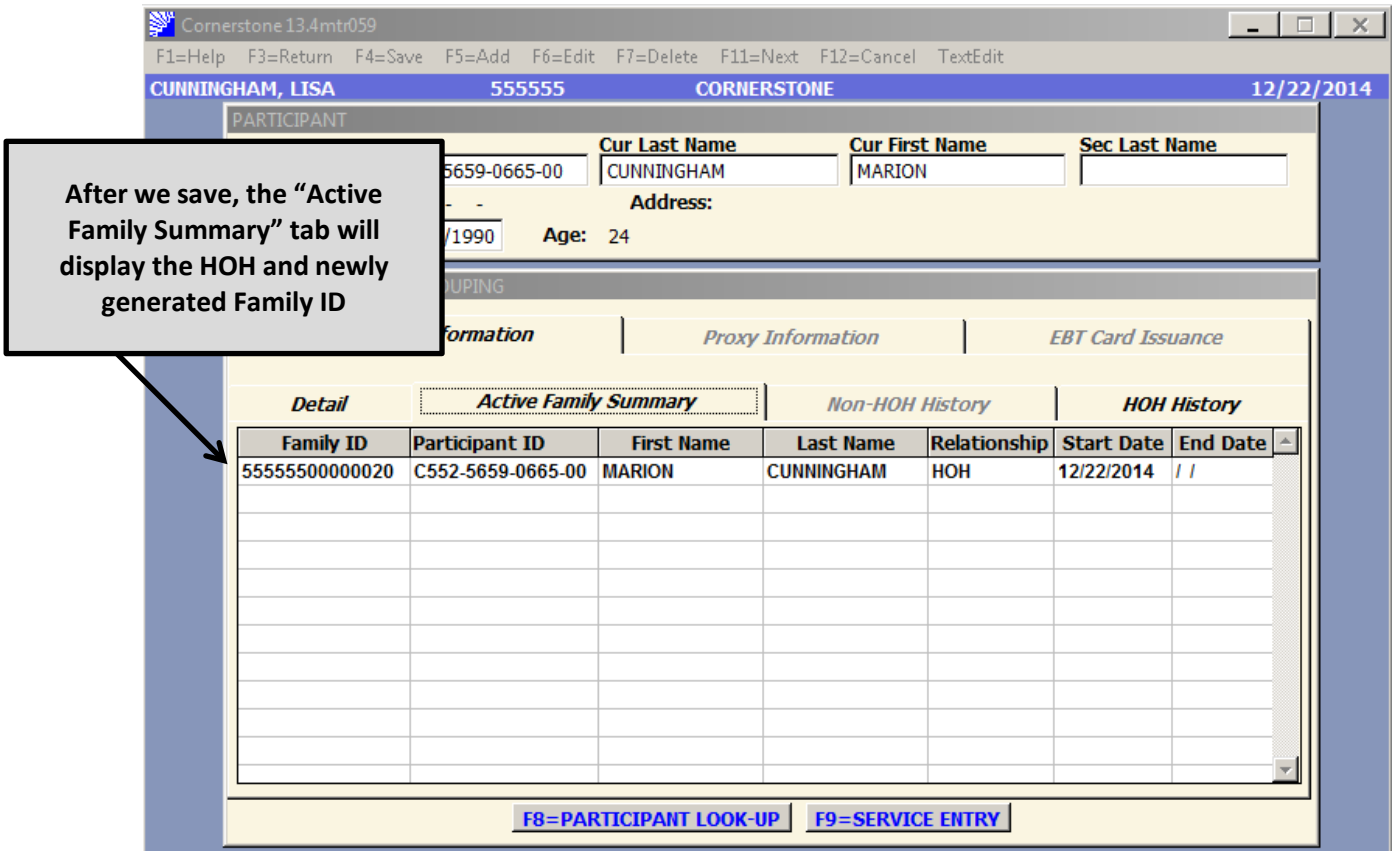
# Desktop Reference- Steps for Using the PA50 Screen

## Adding the Head of Household:

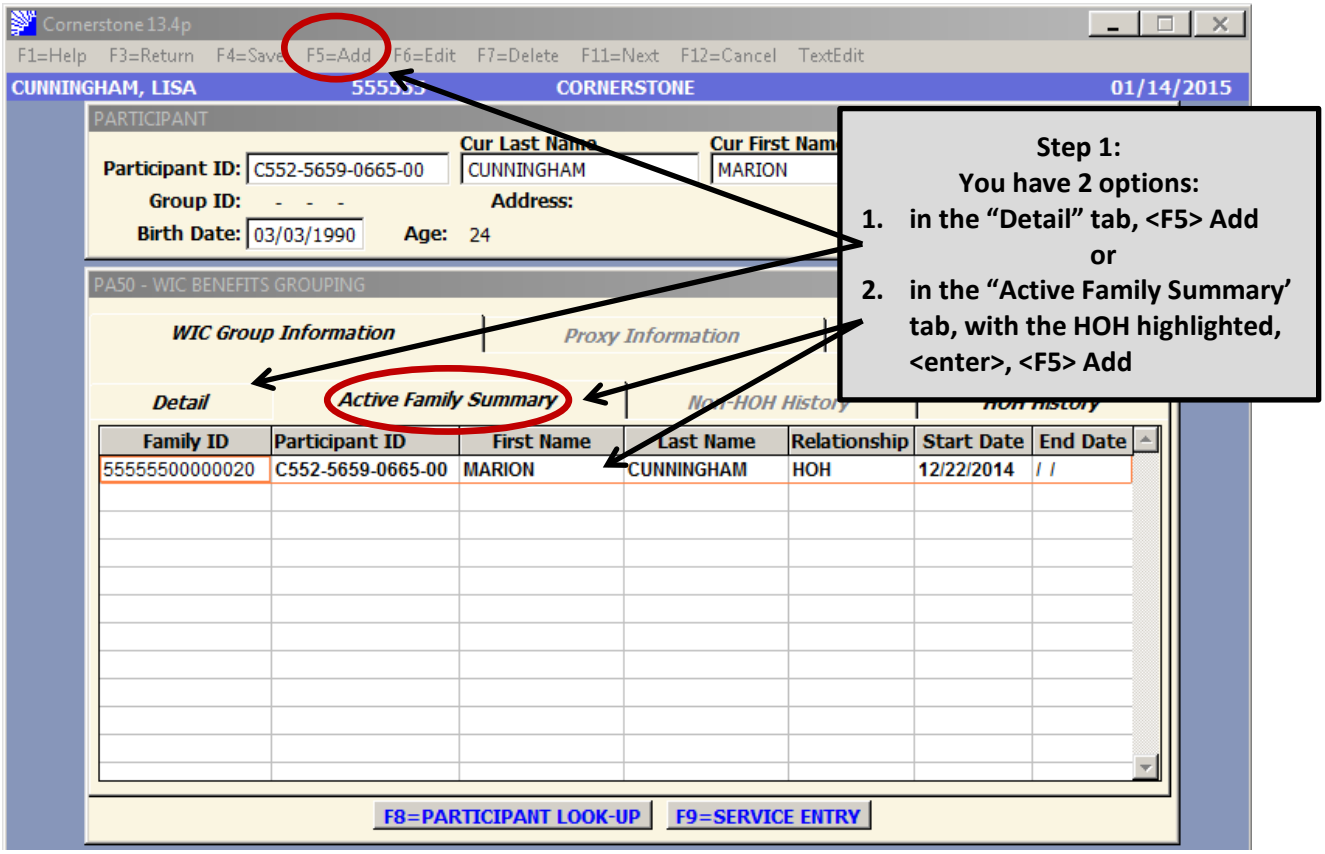


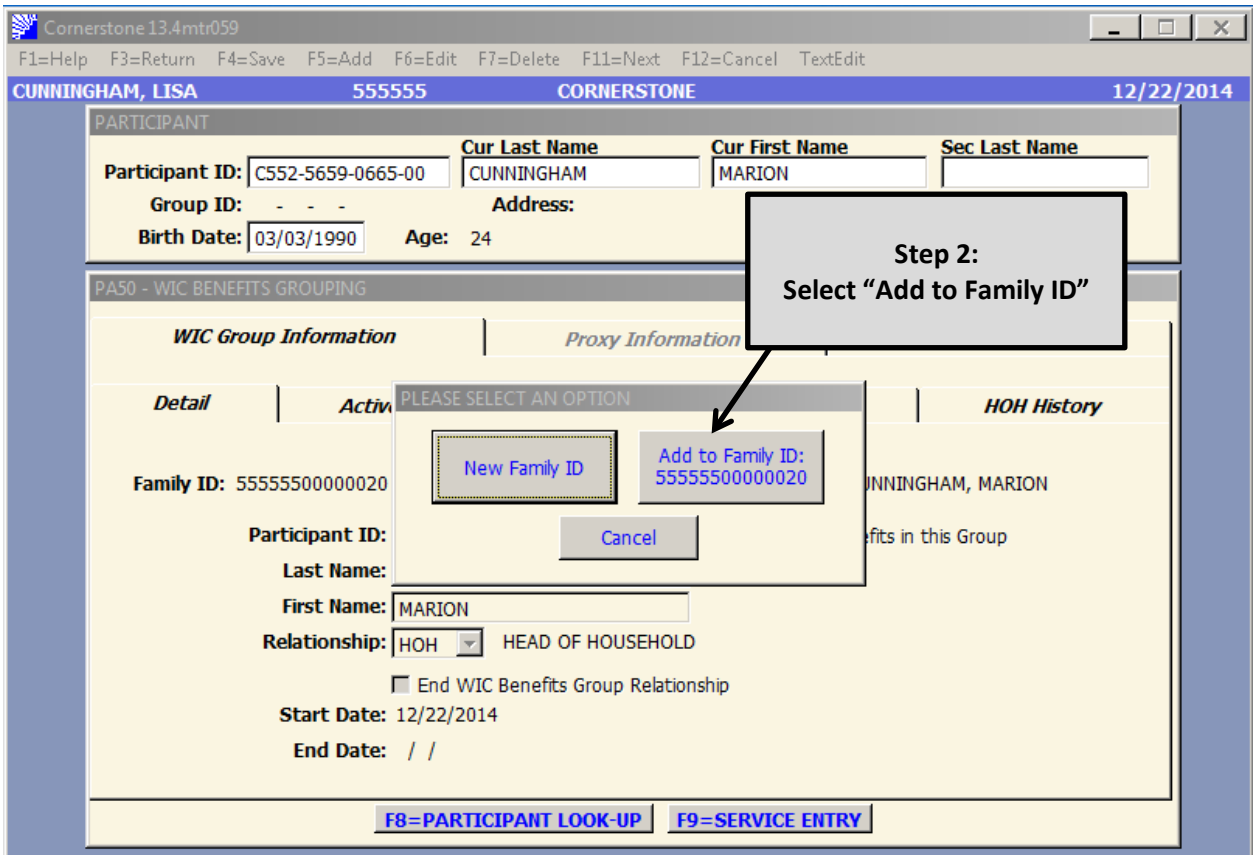



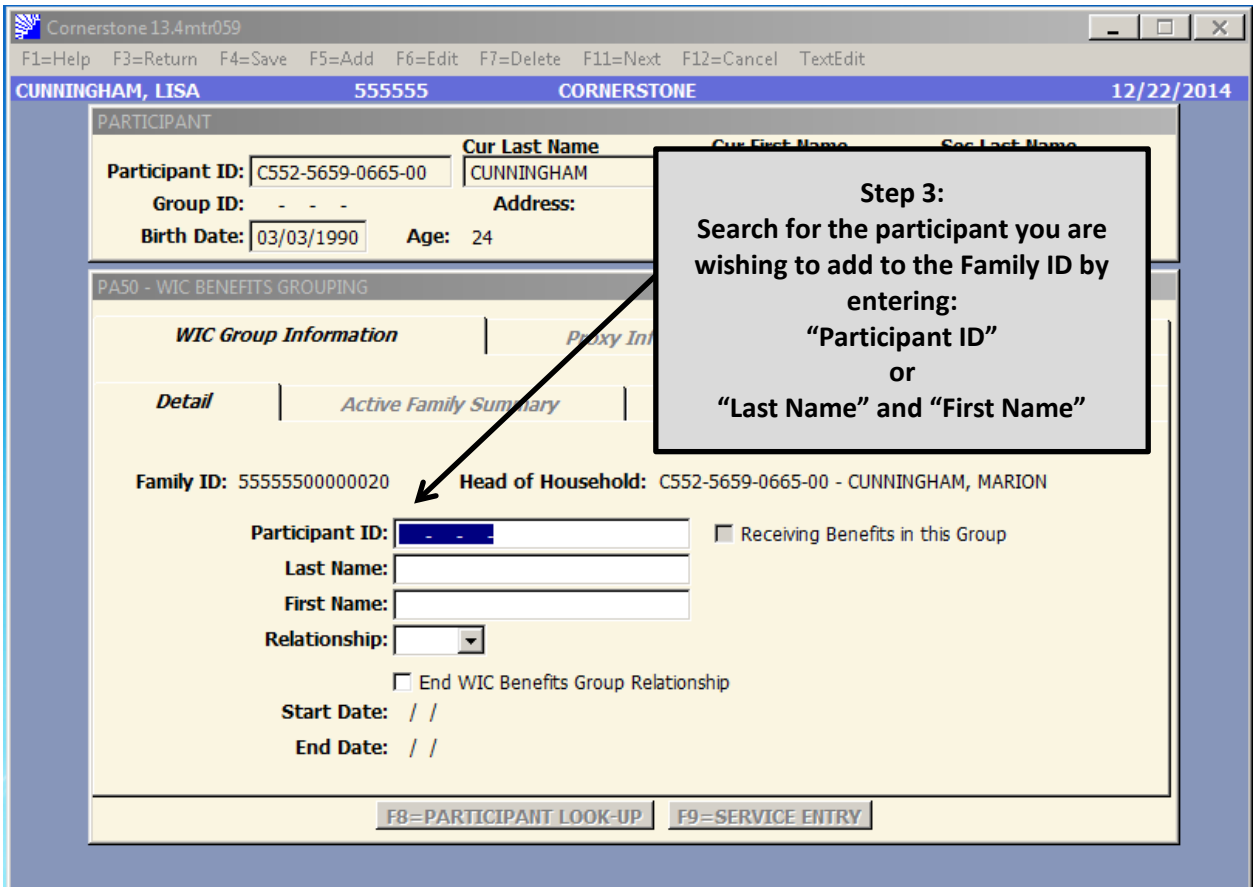

Cornerstone 13.4mtr059
F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit
CUNNINGHAM, LISA 555555 CORNERSTONE 12/22/2014
PARTICIPANT
Participant ID: C552-5659-0665-00
Cur Last Name CUNNINGHAM
Cur First Name MARION
Sec Last Name
Group ID: - - -
Address:
Birth Date: 03/03/1990 Age: 24
PA50 - WIC BENEFITS GROUPING
WIC Group Information
Proxy In
Detail
Active Family Summary
Non-HOH History
HOH History
Family ID:
Head of Household:
Participant ID: C552-5659-0665-00
Receiving Benefits in this Group
Last Name: CUNNINGHAM
First Name: MARION
Relationship: HOH HEAD OF HOUSEHOLD
End WIC Benefits Group Relationship
Start Date: / /
End Date: / /
F8=PARTICIPANT LOOK-UP
F9=SERVICE ENTRY
Step 4:
Is the HOH participating in WIC?
YES- check this box
NO- leave this field blank
<F4> Save

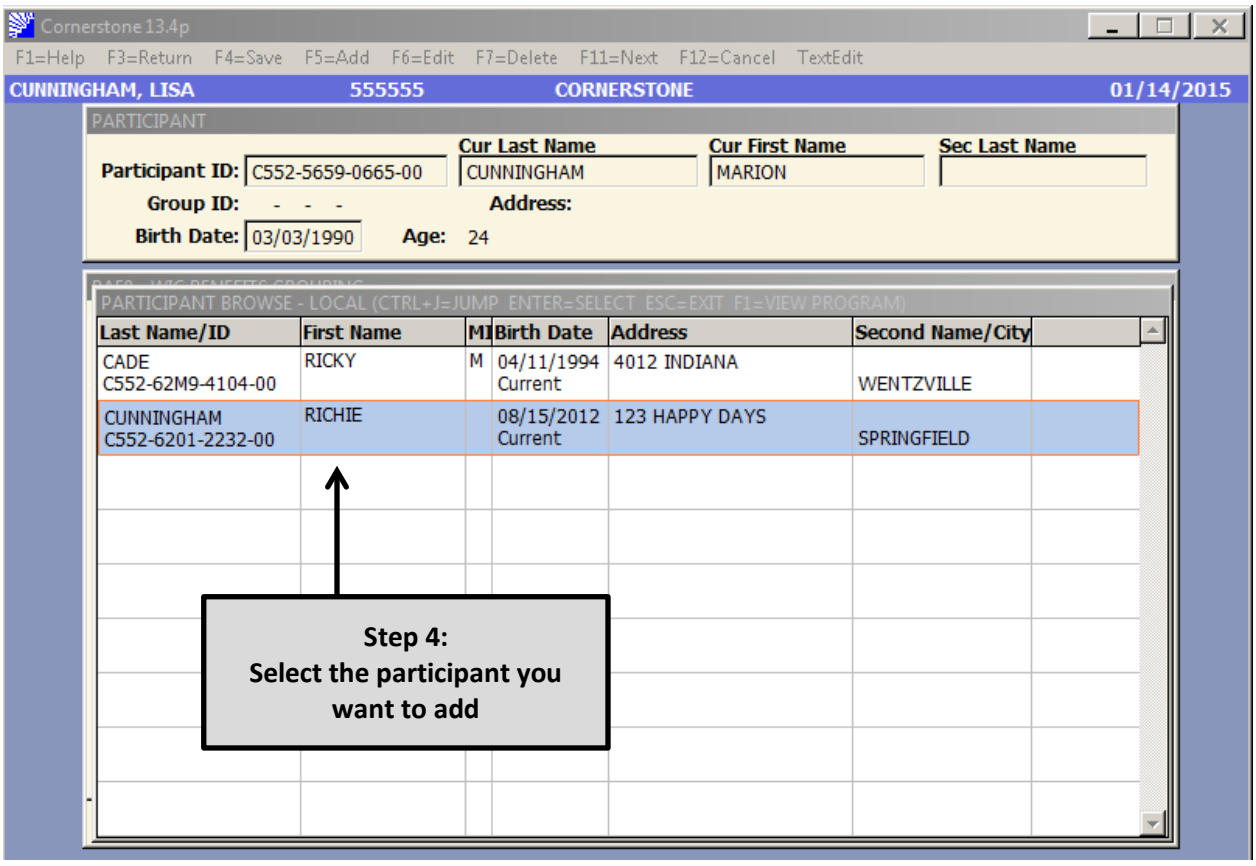

After we save, the "Active Family Summary" tab will display the HOH and newly generated Family ID
Cornerstone 13.4mtr059
F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit
CUNNINGHAM, LISA 555555 CORNERSTONE 12/22/2014
PARTICIPANT
Cur Last Name CUNNINGHAM
Cur First Name MARION
Sec Last Name
Address:
Age: 24
Proxy Information
EBT Card Issuance
Detail
Active Family Summary
Non-HOH History
HOH History
Family ID
Participant ID
First Name
Last Name
Relationship
Start Date
End Date
55555500000020
C552-5659-0665-00
MARION
CUNNINGHAM
HOH
12/22/2014
F8=PARTICIPANT LOOK-UP
F9=SERVICE ENTRY

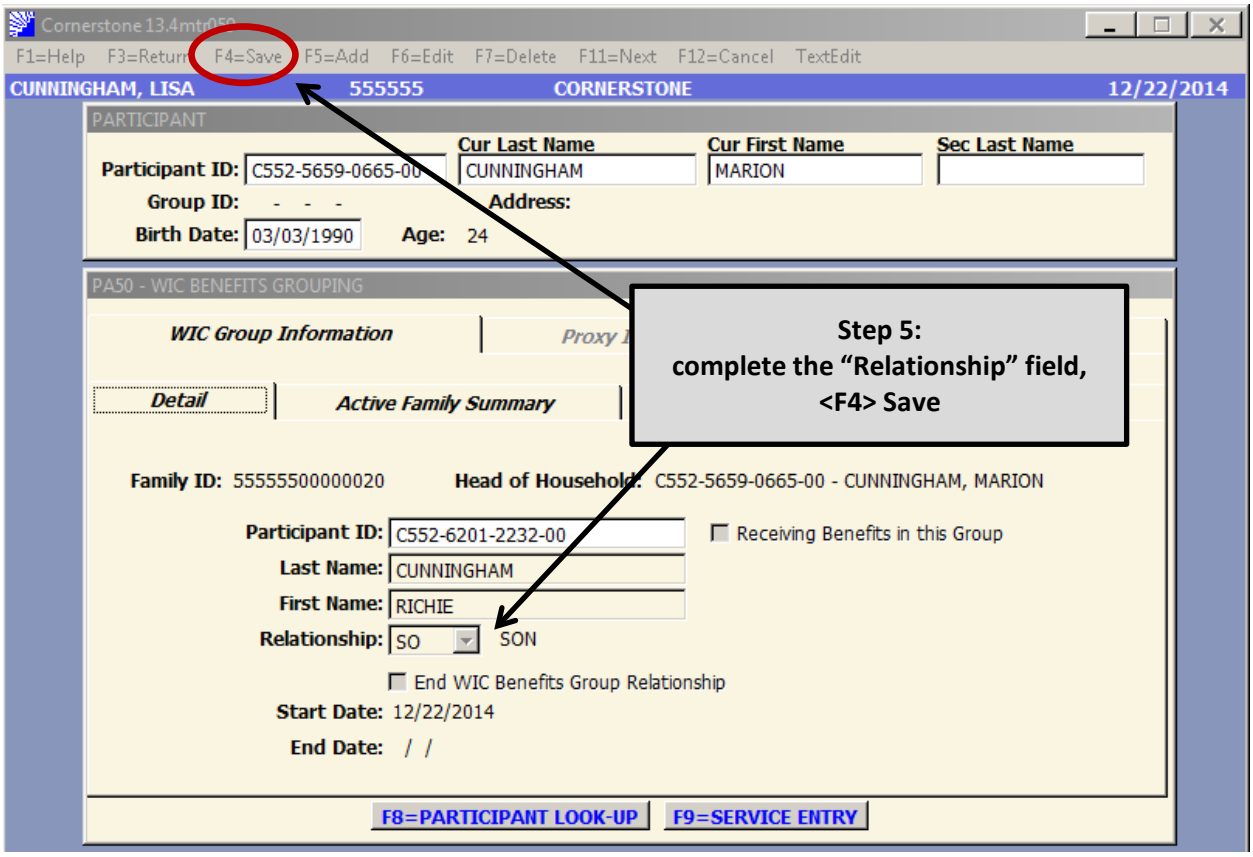
**Adding Participants to a HOH:**

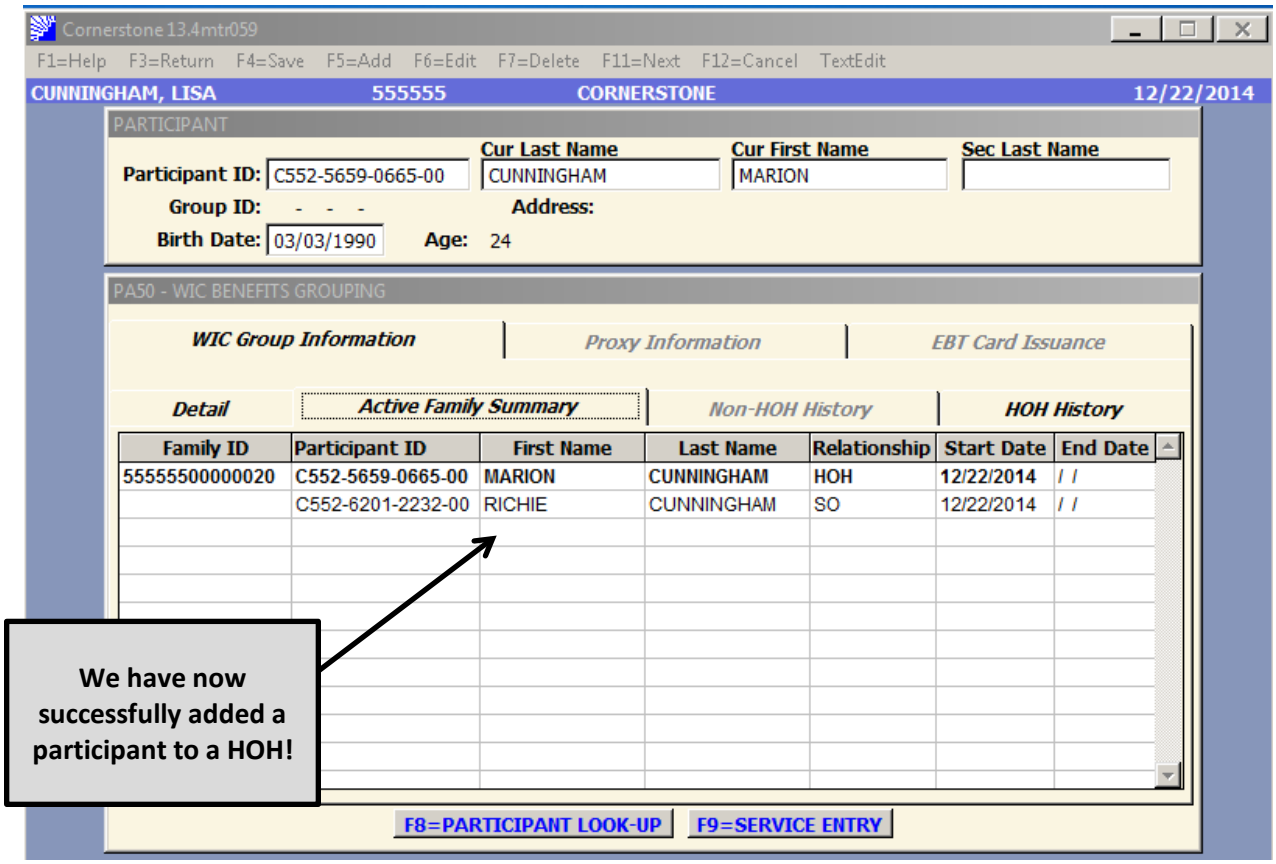



Cornerstone 13.4mtr059
F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit
CUNNINGHAM, LISA 555555 CORNERSTONE 12/22/2014
PARTICIPANT
Participant ID: C552-5659-0665-00
Cur Last Name CUNNINGHAM
Group ID: - - -
Address:
Birth Date: 03/03/1990
Age: 24
PA50 - WIC BENEFITS GROUPING
WIC Group Information
Detail
Active Family Summary
Family ID: 55555500000020
Head of Household: C552-5659-0665-00 - CUNNINGHAM, MARION
Participant ID:
Receiving Benefits in this Group
Last Name:
First Name:
Relationship:
End WIC Benefits Group Relationship
Start Date: / /
End Date: / /
F8=PARTICIPANT LOOK-UP
F9=SERVICE ENTRY
Step 3:
Search for the participant you are wishing to add to the Family ID by entering:
"Participant ID"
or
"Last Name" and "First Name"


Cornerstone 13.4p
F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit
CUNNINGHAM, LISA 555555 CORNERSTONE 01/14/2015
PARTICIPANT
Participant ID: C552-5659-0665-00
Cur Last Name CUNNINGHAM
Cur First Name MARION
Sec Last Name
Group ID: - - -
Address:
Birth Date: 03/03/1990
Age: 24
PARTICIPANT BROWSE - LOCAL (CTRL+J=JUMP ENTER=SELECT ESC=EXIT F1=VIEW PROGRAM)
Last Name/ID
First Name
MI
Birth Date
Address
Second Name/City
CADE C552-62M9-4104-00
RICKY
M
04/11/1994 Current
4012 INDIANA
WENTZVILLE
CUNNINGHAM C552-6201-2232-00
RICHIE
08/15/2012 Current
123 HAPPY DAYS
SPRINGFIELD
Step 4:
Select the participant you want to add


Cornerstone 13.4mtr059
F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit
CUNNINGHAM, LISA 555555 CORNERSTONE 12/22/2014
PARTICIPANT
Participant ID: C552-5659-0665-00
Cur Last Name CUNNINGHAM
Cur First Name MARION
Sec Last Name
Group ID: - - -
Address:
Birth Date: 03/03/1990
Age: 24
PA50 - WIC BENEFITS GROUPING
WIC Group Information
Proxy I
Detail
Active Family Summary
Step 5:
complete the "Relationship" field,
<F4> Save
Family ID: 55555500000020
Head of Household: C552-5659-0665-00 - CUNNINGHAM, MARION
Participant ID: C552-6201-2232-00
Receiving Benefits in this Group
Last Name: CUNNINGHAM
First Name: RICHIE
Relationship: SO SON
End WIC Benefits Group Relationship
Start Date: 12/22/2014
End Date: / /
F8=PARTICIPANT LOOK-UP
F9=SERVICE ENTRY


Cornerstone 13.4mtr059
F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit
CUNNINGHAM, LISA 555555 CORNERSTONE 12/22/2014
PARTICIPANT
Participant ID: C552-5659-0665-00
Cur Last Name CUNNINGHAM
Cur First Name MARION
Sec Last Name
Group ID: - - -
Address:
Birth Date: 03/03/1990
Age: 24
PA50 - WIC BENEFITS GROUPING
WIC Group Information
Proxy Information
EBT Card Issuance
Detail
Active Family Summary
Non-HOH History
HOH History
Family ID | Participant ID | First Name | Last Name | Relationship | Start Date | End Date
55555500000020 | C552-5659-0665-00 | MARION | CUNNINGHAM | HOH | 12/22/2014 | / /
C552-6201-2232-00 | RICHIE | CUNNINGHAM | SO | 12/22/2014 | / /
We have now successfully added a participant to a HOH!
F8=PARTICIPANT LOOK-UP
F9=SERVICE ENTRY

**Adding the Head of Household:**

| | | |
|---|---|---|
| **Step 1:** | verify the name of the HOH is in the Participant Standard Processing Block | |
| **Step 2:** | in the “Detail” tab, <F5> Add | |
| **Step 3:** | select “New Family ID” | |
| **Step 4:** | is the HOH participating in WIC? | |
| | YES | NO |
| | check the “Receiving Benefits in this Group” field | leave the “Receiving Benefits in this Group” field blank |
| **Step 5:** | <F4> Save | |

**Adding participants to a Head of Household:**

| | |
|---|---|
| **Step 1:** | in the “Detail” tab, <F5> Add |
| **Step 2:** | select “Add to Family ID” |
| **Step 3:** | enter “Participant ID” or “Last Name” and “First Name” |
| **Step 4:** | select the participant you are wanting to add |
| **Step 5:** | complete the “Relationship” field |
| **Step 6:** | <F4> Save |