

**I-WIC Web-Based Training (WBT)**  
**Worksheet 2 - Modules 4 a-c**

**Module 4a: Certifying a New PG**

1. True or False

If an applicant is enrolling for services and has a terminated record from the past, the old ID number should be used rather than create a new ID number.

2. The first step in certifying a new participant is:

- a. Complete a statewide search, to see if a WIC record exists
- b. Complete the pre-cert screen
- c. Verify proofs provided (residency, income, identity)
- d. Mark on-site/attended

3. The Applicant grid on the Precertification screen includes the names of:

- a. All applying for WIC
- b. All members of the extended family
- c. All WIC staff

4. True or False

Marking a participant on-site (if a walk-in appointment) allows the system to identify the screens in the Guided Script (jellybean) that need to be completed during the appt/service selected.

5. When the \_\_\_\_\_ button is selected on the Precertification screen, the system does a background check to make sure applicants do not already exist in the system - the message \_\_\_\_\_ will appear at the bottom left of the screen.

6. The purpose of the "On-site list" is to allow you to:

- a. Find local vendors for the participant
- b. Quickly find and open an On-site record
- c. Shut the system down and go home

7. Once marked on-site the participant(s) will appear on the \_\_\_\_\_ screen and can be tracked on where they are in the WIC service process:

- a. Schedule
- b. On-site list
- c. Household Summary Screen

8. In order to see the red asterisks on the Guided Script jellybean, you must be toggled to the:

- a. Scheduling tasks
- b. Household record
- c. Participant record
- d. None of the above

9. The what tab(s) can be found under the Household Information screen

- a. Household & Income Information
- b. Participant & Income Information
- c. Household & Participant Information

10. The Income Information Tab is where you document:

- a. Adjunctive eligibility
- b. Income available to the Household
- c. Household size
- d. All the above

11. True or False

The 'Include in Verification' auto-checks each participant who is marked as attended or marked on-site for a Certification.

12. True or False:

If an applicant does not participate in any of the 3 programs; Medicaid, SNAP, TANF, a shortcut can be used to mark above the grid that they do not participate in any of those programs.

13. If using Adjunct Eligibility, using a shortcut, by marking applicable checkboxes (above the grid) for programs not participating in will auto-fill a "No" in that REP field for that program(s) in the grid. For the Adjunct eligibility proof being used, it must be Reported and Verified in the grid.

Circle what would be required to be selected or entered on the pop-up box when proof used?

Medicaid Number	Eligibility Letter	Medi or LINK
Online Verification		Date Verified

*(Note: Online Verification would be via Medi or LINK/SNAP website)*

14. The Rights and Responsibilities form is accessed on which screen:

- a. Household Information-Participant Tab/Screen
- b. Participant Information-Rights and Responsibilities Tab/Screen
- c. Household Information-Income Tab/Screen

15. The Rights and Responsibilities (formerly known as the back of the WIC Program client Certification Form), will be reviewed with each participant and participant signature collected on the \_\_\_\_\_  
\_\_\_\_\_.

16. The e-WIC account is set up from which of the following from the Menu toolbar:

- a. Scheduler dropdown
- b. Benefits dropdown
- c. Reports dropdown

17. True or False

A new e-WIC Card can be assigned to a Household by swiping a card via card reader (for numbers to autofill) or numbers can be manually typed in the fields (enter & reenter fields).

#### **Module: 4b Certifying a New PG (Part 1)**

18. Applicant brings in measurements with her and not taken on-site, you would mark what checkbox?

- a. Anthro date
- b. Non-WIC
- c. John Wick

19. Weight is entered as pounds and ounces. Height is entered as inches and to the \_\_\_\_\_ inch.

20. True or False

If the Pre-pregnancy weight is marked as “unknown”, the prenatal weight gain grid cannot be generated nor assign applicable related risk(s).

21. One of the following must be entered in the system for Bloodwork grid:

- a. Hemoglobin
- b. Hematocrit
- c. No blood
- d. Any of the above

22. A pregnant woman is asked Breastfeeding related questions on which tab of the Breastfeeding screen:

- a. BF Information
- b. BF Questions
- c. BF Support and Notes
- d. BF Pumps and Aides

23. What are the 2 tabs on the Health Screen for Pregnant Woman?

- a. Household Info and Income Information
- b. Anthropometric and Nutrition
- c. Pregnancy Info and Health Information

24. True or False

The Nutrition Screen has only 1 page and it is not necessary to answer every question.

25. The Nutrition Risk Screen is where:

- a. Nutrition risk are assigned automatically
- b. Nutrition risk are manually assigned by staff
- c. Both A and B

26. When the participant is “high risk”, the heart symbol will be:

- a. Red
- b. Yellow
- c. Green

#### **Module 4c: Certifying a New PG (Part 2)**

27. In order to complete a certification, you must have at least \_\_\_\_\_ nutrition education topic(s)?

- a. One
- b. None
- c. As many as you want

28. \_\_\_\_\_ Screen is the final screen that must be completed to finish a certification.

29. As the certification is completed, the checkbox is marked and CPA name auto-fills. Prior to adding the food prescription, the system requires what button must be clicked to verify all screens/required fields have been completed?

- a. Question mark icon
- b. Cancel button
- c. Formula Calculator
- d. Save button

30. What is the purpose of the flags on the Food Prescription Screen?

- a. Identify notes in the system
- b. Identify conditions that might affect the food prescription
- c. Celebrate the Fourth of July

31. I-WIC Food Packages are set up according to:

- a. State Nutrition Staff
- b. Federal Food Assistance Guidelines
- c. Federal Food Package Regulations

32. True or False

The Issue Benefits screen is where you physically issue food benefits that can be redeemed using the e-WIC card.

33. True or False

The food package assigned to a participant will default to the standard package per participant category.

34. What does BLT stand for on the Issue Benefits Screen?

- a. Balance Loaded Through
- b. Bacon Lettuce Tomato
- c. Benefits Loaded Through

35. What button at the bottom of the screen allows you to see what the issuance will look like before you actually do it?

- a. Preview button
- b. Issue Benefits button
- c. Shopping List button

36. True or False:

Referrals can be entered at the Participant or Household level.

37. At the end of the visit, on the Print Documents jellybean, what is the minimum document that should be printed out?

- a. Directions to the store
- b. Family Benefits List
- c. Vendor Complaint Form