May 15, 2014

Instructions for printing the additional $2 CVV for Children

Effective June 1, 2014 the CVV for all children will increase to $8. Participants, who have already received a $6 CVV printed prior to June 1, may return to the clinic for an additional cash value voucher worth $2. Below are the steps for printing the food instrument.

Method 1

1. All prescriptions that have been previously entered and verified for children will display the CVV as $8. Even if the FI was originally printed as $6, the prescription will reflect $8. To verify that the FI was originally $6, the caregiver should show the current $6 CVV.
2. In the PHAME record of the child, **edit** the current prescription. Click on the edit button. When the prescription becomes active, click on the prescribe button at the bottom of the screen.
3. When the prescribing details box appears, select the $8 CVV line and in the drop down box, select the $2 CVV. Close the prescribe box.
4. Verify the prescription.
5. Go to the Food Instrument Area, Print FI tab. The current month's food instruments should load up.
6. Check the "do not print" box for all FIs except the $2CVV. Print those that are needed.

Method 2

1. In the PHAME record of the child, **add** a new prescription.
2. Click on the prescribe button at the bottom of the screen.
3. Select the appropriate model prescription.
4. When the prescription lines display, select the $8 CVV line and in the drop down box, select the $2 CVV. Close the prescribe box.
5. Verify the prescription.
6. Go to the Food Instrument Area, Print FI tab. The food instruments should load up.
7. Check the "do not print" box for all FIs except the $2CVV. Print those that are needed.

Method 3

1. If the caregiver presents with the $6 CVV, an $8 CVV can be issued in its place.
2. Void the $6 CVV and using the Re-Issue FI tab, reprint only the $8 CVV.
3. Or, void the $6 CVV and return to the Certification area to enter a new prescription for the child.
4. File the voided CVV following current policy.
5. Once a new prescription is set up, the current FIs should load. Print only the $8CVVs needed.

Please contact Denise Harris by email at Denise.Harris@la.gov if any problems arise.