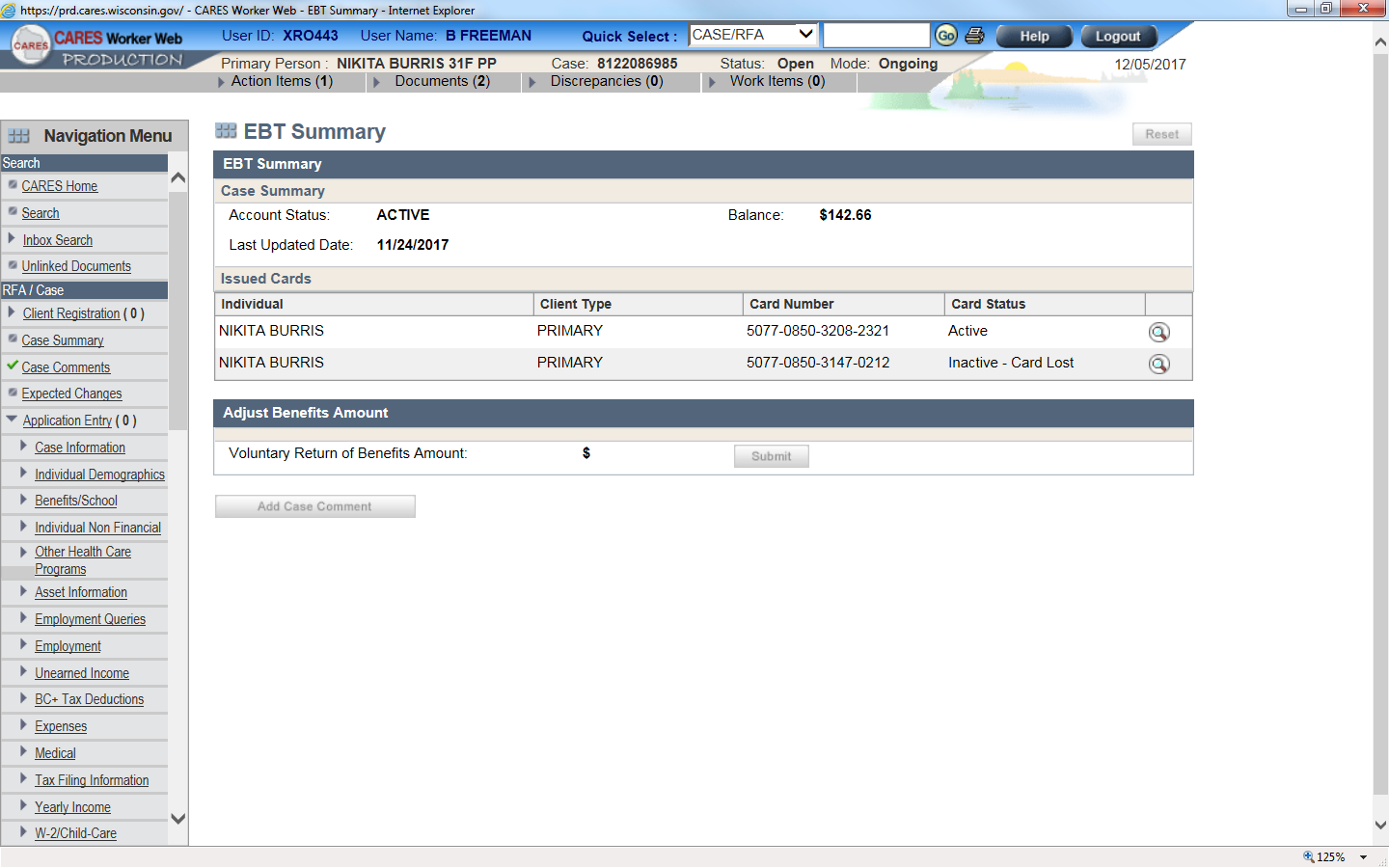
**FS Benefit Issuance Screens Overview**

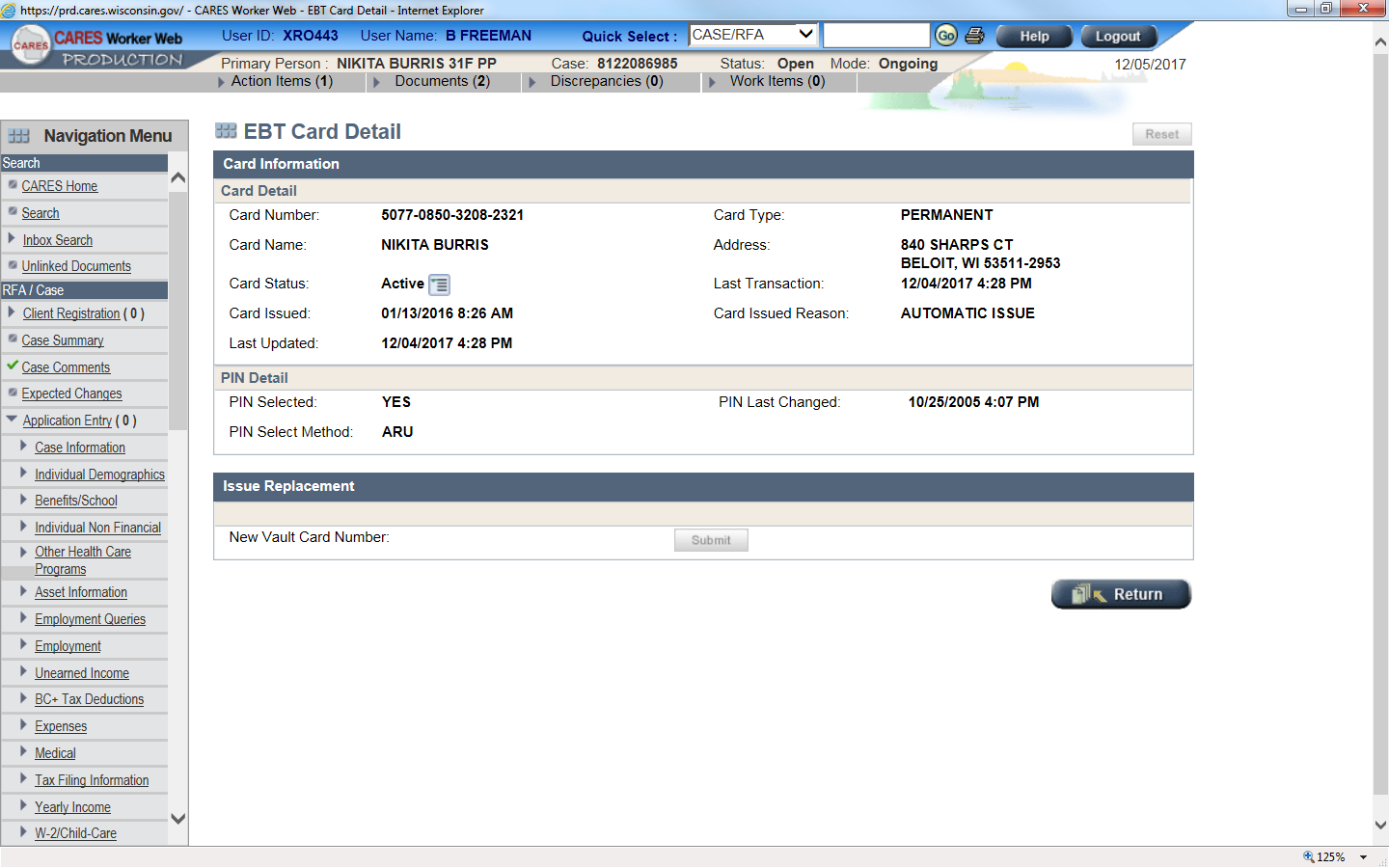
\*\*\*These screens can be found in CWW on the Navigation Menu under FS Benefit Issuance.

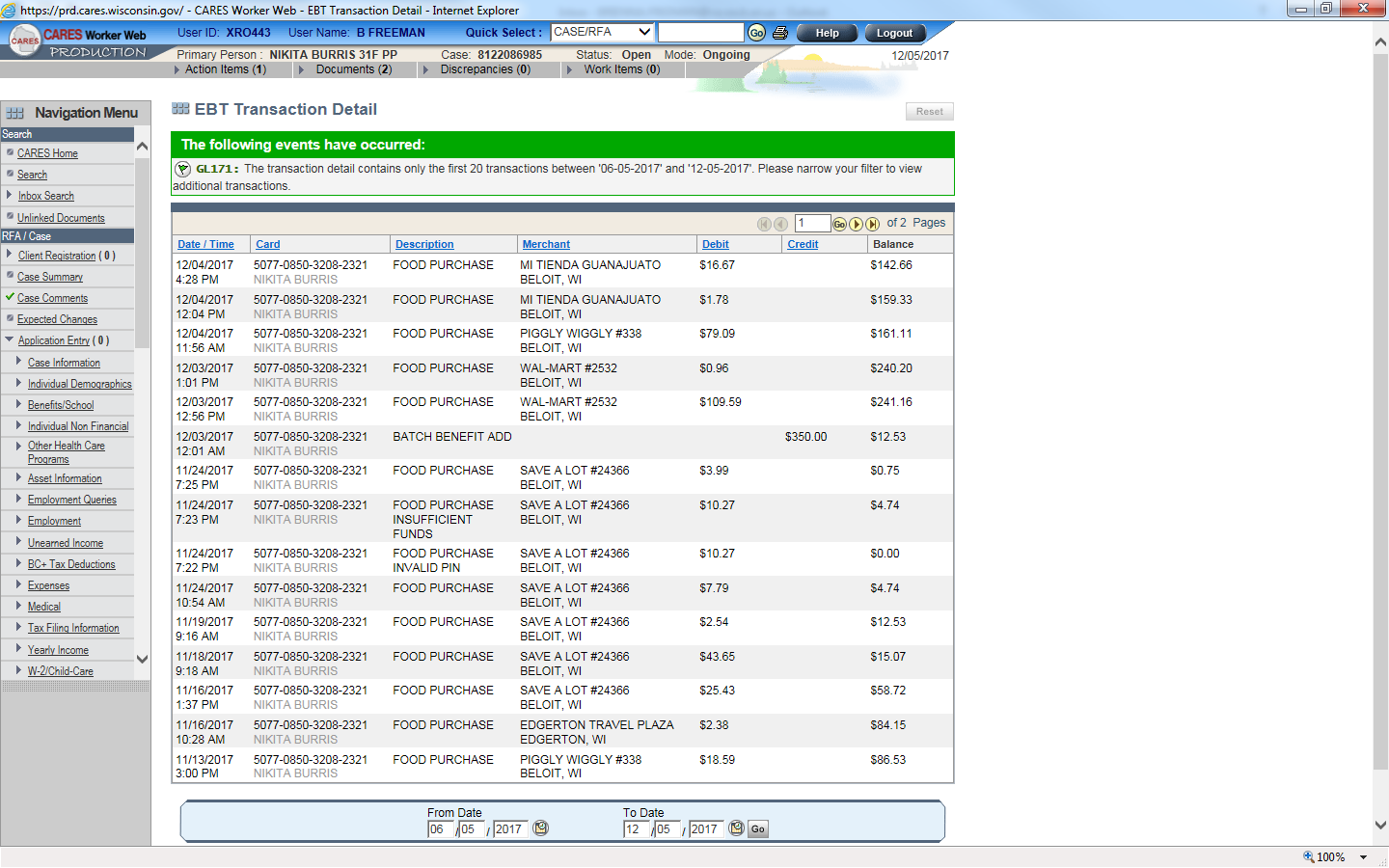
**Screen Name and Purpose**

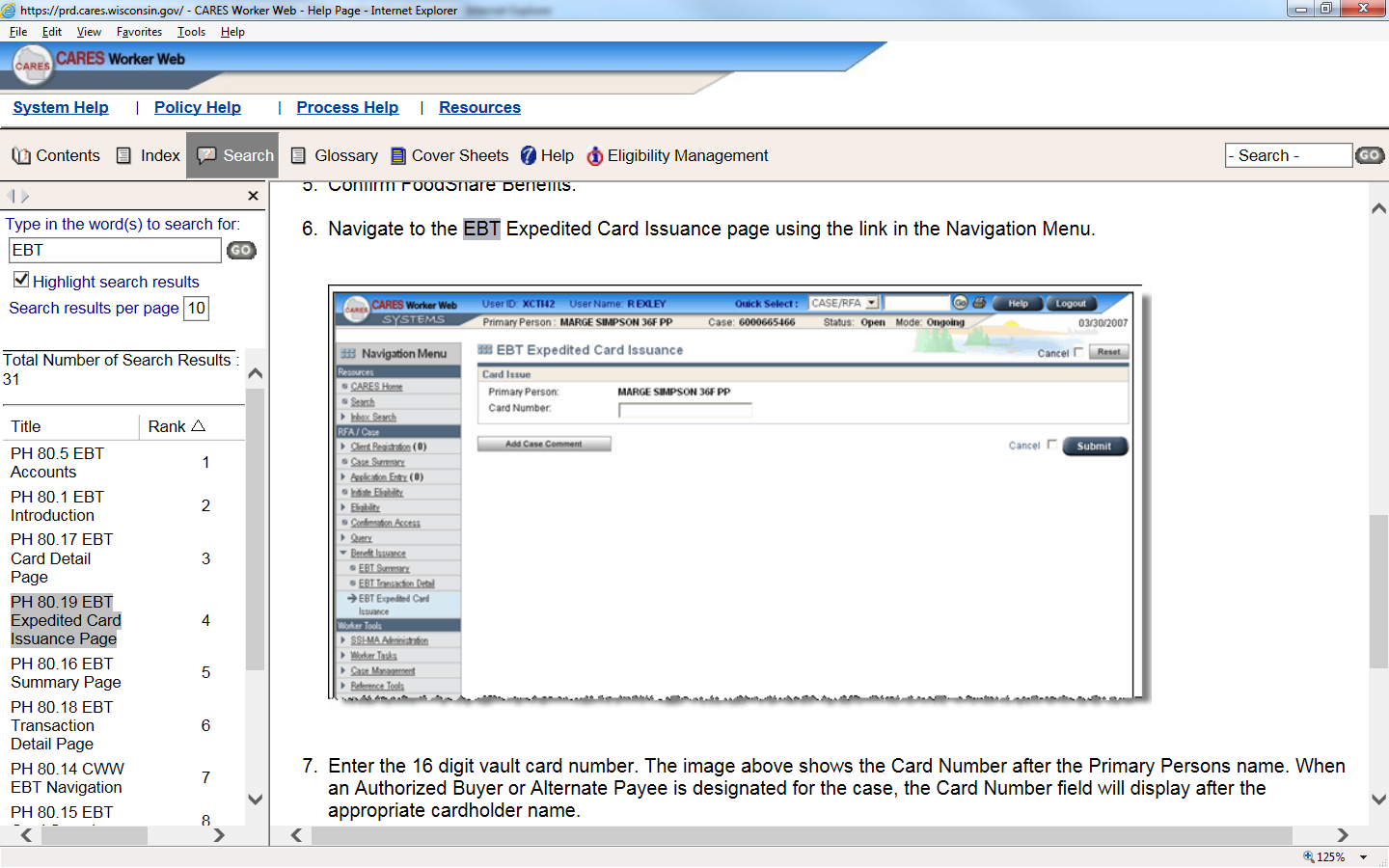
1. **EBT Summary** 
   1. This screen will show you:
      1. Account Status (active or inactive),
      2. Balance, and
      3. Individuals and card numbers associated with this case.



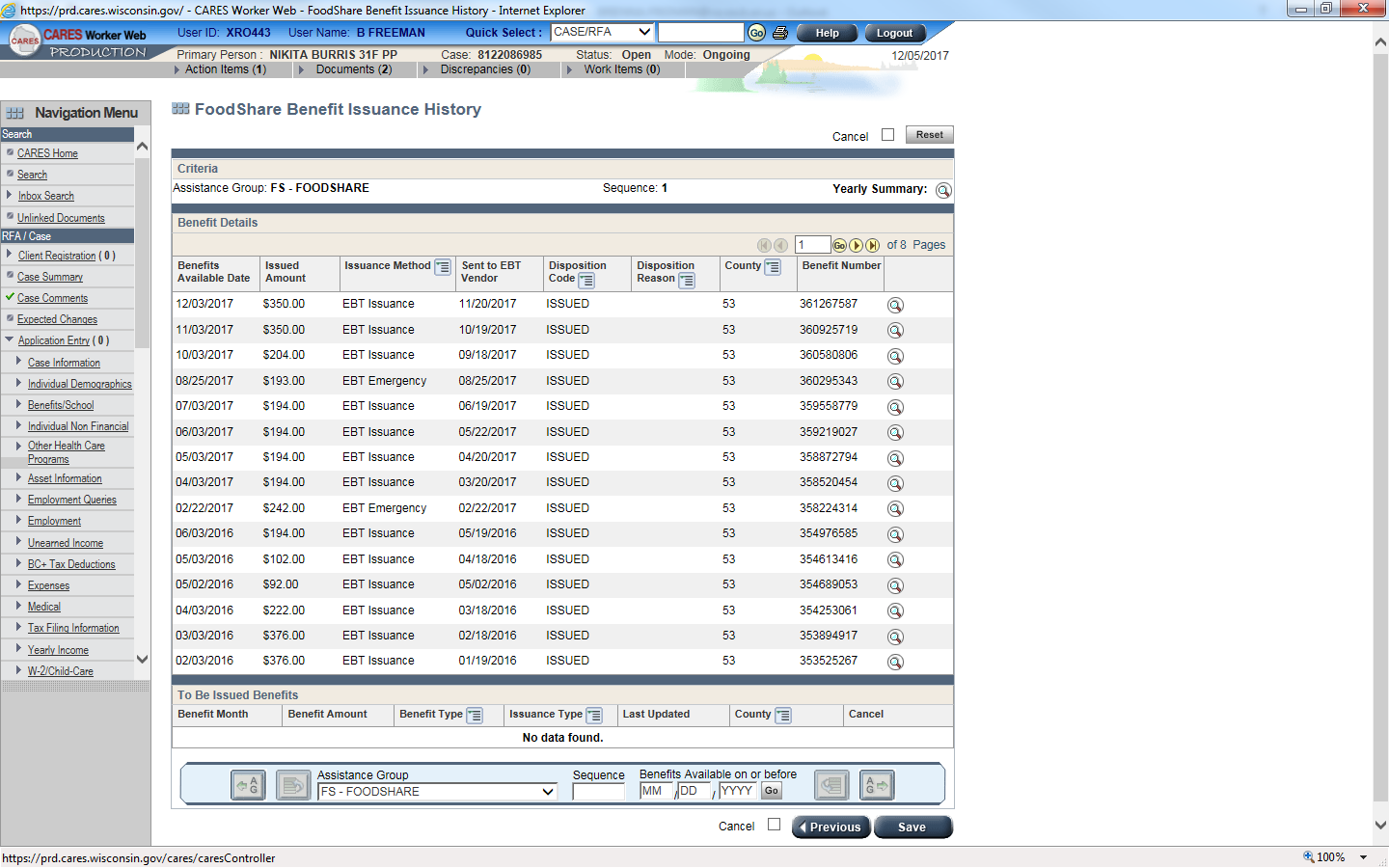
* + 1. Selecting the magnifying glass on each line will show you the EBT Card Details.

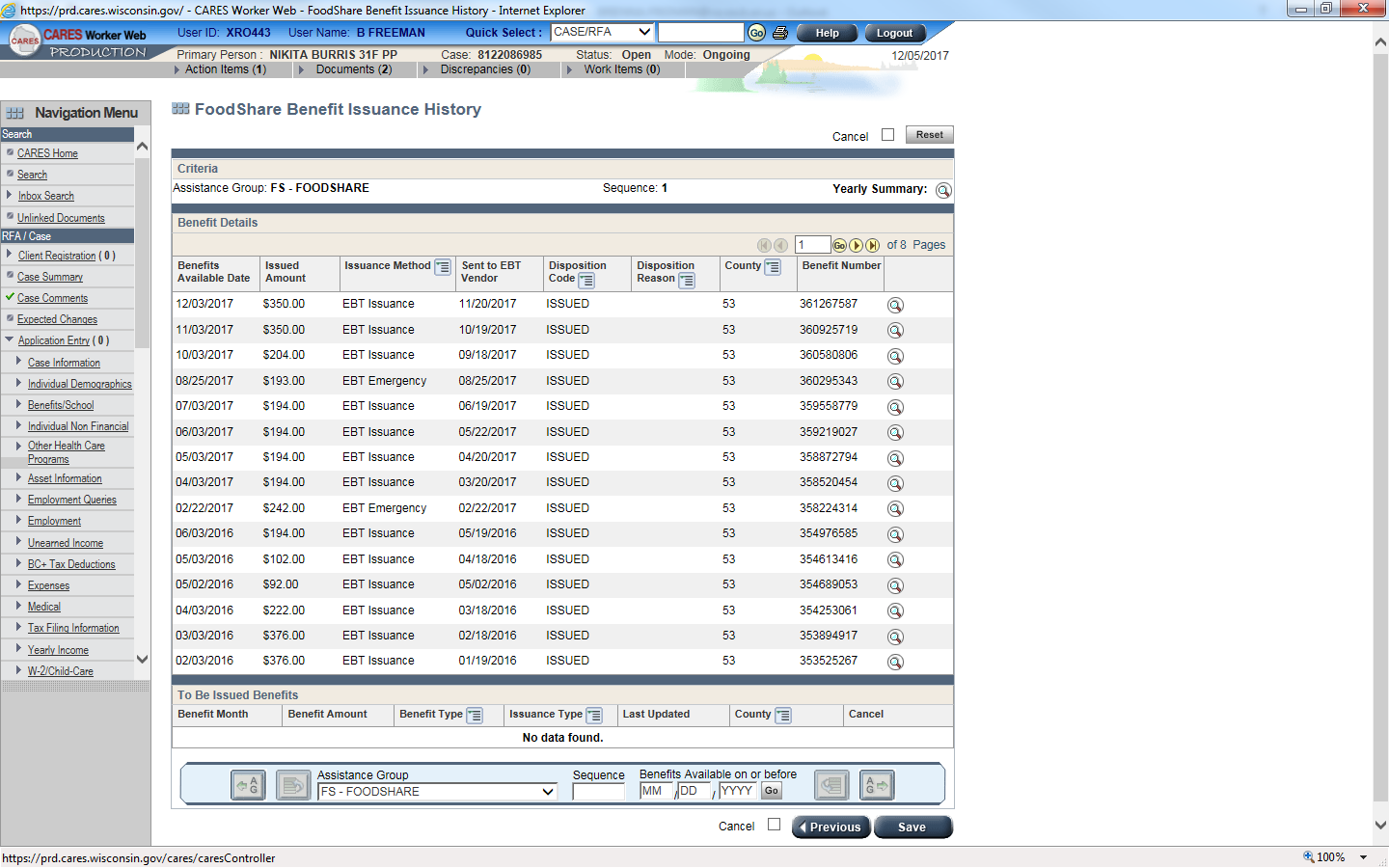


1. **EBT Transaction Detail**
   1. This screen allows the agency to see a list of recent purchases including date, time, location, amount of purchase and balance.
2. **EBT Expedited Card Issuance**
   1. This screen is used by the front desk to issue a vault card for expedited FoodShare Benefits.
   2. Once expedited benefits are confirmed open, the front desk can issue a temporary card by filling in the 16-digit card number. The client will then be allowed to select a PIN.

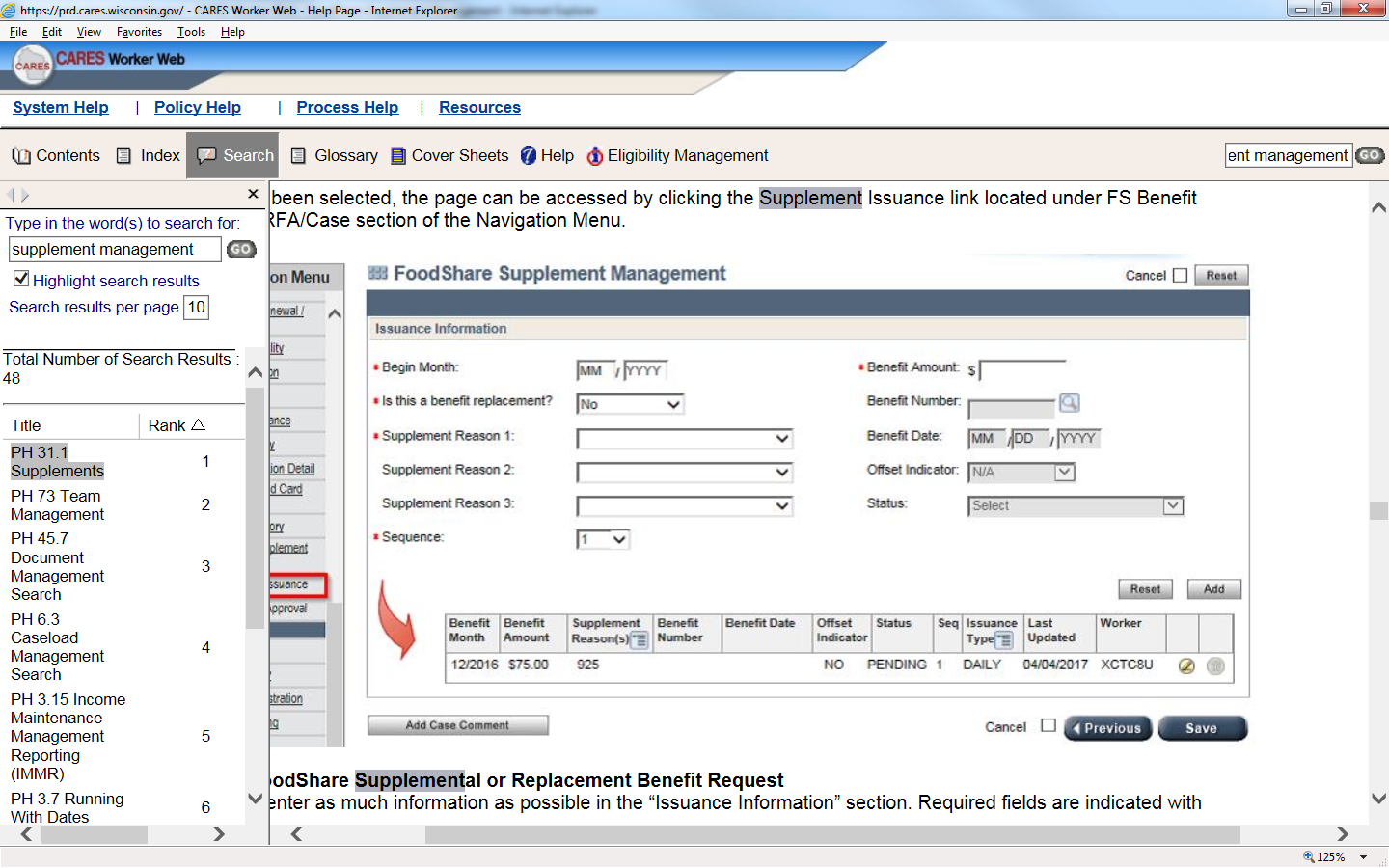


1. **Issuance History**
   1. This screen will show recent issuance history and benefits to be issued.





1. **Issuance/Supplement Search**
   1. This page allows workers and supervisors to search for FoodShare payment period issuance history information, supplement requests awaiting supervisor approval and yearly summary issuance history information.
      1. **Searching for Payment Period Issuance History Information**
         1. Workers can use the “Payment Period Issuance History Search Criteria” section to search for payment period issuance history information for a specific case or history information from a particular period of time.
      2. **Searching for Supplemental Request for Supervisor Approval**
         1. Supervisors can use this section to search for supplement requests that are waiting for supervisor approval, are on hold, or are approved but benefits have not yet been issued.
      3. **Searching for Yearly Summary Issuance History Information**
         1. Workers can use this section to search for yearly summary issuance history for a specific case or history information from a particular period.
2. **Supplement Issuance**
   1. This screen is used to issue a supplement when the benefits cannot be run and confirmed in CWW.
   2. This screen is also used to view, change, approve or cancel pending supplement requests.
   3. To issue a supplement, the worker will need to complete all of the following sections:
      1. Benefit Month
      2. Benefit Amount
      3. Enter a Supplement Reason
      4. If the Offset Indicator field is enterable, update this from NO to YES. This will apply the supplement to any outstanding FS overpayments
      5. Ensure that correct program sequence is selected



1. **Supplement Approval**
   1. This page is used by supervisors and workers with a security clearance of 50 or above to approve, hold or cancel a benefit supplement.

