FNS-648

https://fprs.fns.usda.gov/Admin/WIC648.aspx?a=E&id=0991701001

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WIC LA Clinic

WIC Local Agency/Clinic Management

Save	Cancel

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0431. The time required to complete this collection is estimated to average .17 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

FNS-648

Action Type	**Modification**
Start Time	198810
End Time	999999
Id	0991701001
Name	TVCCA WIC Program
Address	401 West Thames Street, Unit 201
City	Norwich
State	CT
Zip Code	06360-0000
Telephone Number	860-425-6526

Click here to look-up your Zip code.

Form FNS-648 (02-02) Previous editions may be used until supply is exhausted.

Working with WIC Local Agencies/Clinics

This topic contains the following subtopics:

- [Requirements for Working with WIC Local Agencies/Clinics](#)
- [How to Access WIC Local Agencies/Clinics](#)
- [The WIC Local Agency/Clinic Management Page](#)
- [Modify a WIC Local Agency/Clinic](#)
- [Deactivate a WIC Local Agency/Clinic](#)
- [Reactivate a WIC Local Agency/Clinic](#)

Requirements for Working with WIC Local Agencies/Clinics

FPRS users with view rights to the FNS-648 form can search for and generate a report of WIC local agencies or clinics. Users with entry, certify, and post rights have additional permissions that include modify, deactivate/reactivate, or add new WIC local agencies or clinics.

How to Access WIC Local Agencies/Clinics

To begin working with WIC local agencies and clinics, do the following:

1. Click **FNS-648** on the [FPRS main menu](#).

Result: The WIC Local Agency/Clinic Management page opens.

> Note: If **FNS-648** does not appear on your FPRS main menu bar and you believe that it should, please contact your regional office for assistance.

2. To continue working with WIC local agencies and clinics, use the instructions in one of the following topics:
   3.
   - [The WIC Local Agency/Clinic Management Page](#)
   - [Searching for WIC Local Agencies/Clinics](#)
   - [Generating Directory Reports of WIC Local Agencies/Clinics](#)

The WIC Local Agency/Clinic Management Page

By default, the WIC Local Agency/Clinic Management page automatically displays all possible search results to which you have access in the Search Results tab the first time that the page opens within a given FPRS session.

If you perform any new searches on the WIC Local Agency/Clinic Management page, the results of your latest search remain listed in the **Search Results** tab until you **Clear** them.

WIC Local Agency/Clinic Management Page

The WIC Local Agency/Clinic Management Page contains the following fields, buttons, and check box:

- **Type** (drop-down list): the WIC entity type, either **Local Agency** or **Clinic**.

- **Location** (drop-down list): the location level of the local agency or clinic.

- **Parent Id** (drop-down list): the numeric identifier of the parent organization of the local agency or clinic and the parent organization name. Selecting a specific agency/clinic parent using the **Parent Id** drop-down list displays the **Add New** button.

- **Is Active** (check box): if selected, limits the search to only those local agencies or clinics that are active.

- **Search** (button): click to perform a search based on the selected criteria.

- **Clear** (button): click to reset the drop-down list fields and check box to their default selections and to remove all search results from the Search Results tab (if applicable).

- **Report** (button): click to generate a directory report listing all of the contact information for those local agencies and clinics meeting the selected criteria in the **Location** and **Parent Id** drop-down list fields. For more information on generating reports, refer to Generating Directory Reports of WIC Local Agencies/Clinics.

- **Add New** (button): click to open the **FNS-648** tab with the **Action Type** of **Addition**; from this tab you can create and save a new local agency or clinic.

Note: The **Add New** (button) is only available to users with entry, certify, or post rights to the FNS-648.

WIC Local Agency/Clinic Management

Type	Local Agency	
Location	US level	
Parent Id	0199001 - POARCH BAND OF CREEK INDIANS	
☑ Is Active		

Search	Clear	Report	Add New

Local Agency/Clinic Management Search Fields and Buttons

Note: The selection of **Region level** or **State level** from the **Location** drop-down list displays another drop-down list from which a specific region or state can be selected. For more information on the secondary state and region drop-down lists, refer to Searching for WIC Local Agencies/Clinics.

Modify a WIC Local Agency/Clinic

Use the [Modify] link on the WIC/Local Agency/Clinic Management page to open the FNS-648 Modification tab for the selected agency. This tab allows users with the proper roles and permissions to change certain information for a specific WIC Local Agency/Clinic. Other information is available

To modify agencies/clinics, you must have the required combination of user role and rights. Which agencies you can modify also depends on your location and the program/form combinations to which you have access.

If you have the ability to modify local agency/clinic information, you can only modify certain fields. The other fields are read-only, and contain the same information as the tabs in the View Agency Profile page.

To open the WIC Local Agency/Clinic page in order to modify a WIC Local Agency/Clinic, use the following steps:

1. Click on the FNS-648 tab on the main FPRS navigation bar.

2. Search for one or more agencies using the instructions in Searching for WIC Local Agencies/Clinics.

3. In the WIC Local Agency/Clinic search results list, locate the local agency/clinic you would like to modify, and click the [Modify] link that appears to the left of the [Deactivate] link.

Result: The WIC Local Agency/Clinic Management page opens to the FNS-648 Modification tab, displaying the profile information for the selected local agency/clinic. The Start Time, End Time and ID fields cannot be modified.

4. Modify one or more of the following fields:

• Name: the full name of the local agency/clinic. This field is required.

• Address: the street/PO Box of the local agency/clinic address. This field is required.

• City: the city of the local agency/clinic address. This field is required.

• State: the two-character abbreviation for the state of the agency address. This field is a drop-down list and is required.

• Zip + 4: the nine-digit extended ZIP code of the agency address, consisting of the five-digit ZIP code and the four-digit extended zip code. This field is required and must contain nine digits. FPRS automatically formats the numbers entered into this field. Click the [here] link in the statement. Click here to look up your Zip code." to open the United States Postal Service (USPS) Web site's Zip Code - Search By Address window in a new Internet Explorer window.

• Phone: the ten-digit telephone number (with an additional extension, if applicable) of the agency. FPRS automatically formats the numbers entered into this field.

5. Click Save to save any changes you have made in the previously listed fields. If you do not wish to save changes, click Cancel to close the FNS-648 Modification tab and return to the WIC Local Agency/Clinic page without saving changes.

WIC Local Agency/Clinic Management FNS-648 (Modification) Tab

Deactivate a WIC Local Agency/Clinic

Use the [Deactivate] link on the WIC/Local Agency/Clinic Management page to deactivate a WIC Local Agency/Clinic. To deactivate agencies/clinics, you must have the required combination of user role and rights. Which agencies you can deactivate also depends on your location and the program/form combinations to which you have access.

To deactivate a WIC Local Agency/Clinic page, use the following steps:

1. Click on the FNS-648 tab on the main FPRS navigation bar.

2. Search for one or more agencies using the instructions in Searching for WIC Local Agencies/Clinics.

3. In the WIC Local Agency/Clinic search results list, locate the local agency/clinic you would like to deactivate, and click the [Deactivate] link that appears to the right of the [Modify] link.

4. Enter the desired End time and click the save icon [🖫]. Click the cancel icon [🔄] if you choose not to deactivate the agency.

WIC Local Agency/Clinic Management Page (Deactivate)

Reactivate a WIC Local Agency/Clinic

Use the [Reactivate] link on the WIC/Local Agency/Clinic Management page to deactivate a WIC Local Agency/Clinic. To reactivate agencies/clinics, you must have the required combination of user role and rights. Which agencies you can reactivate also depends on your location and the program/form combinations to which you have access.

To reactivate a WIC Local Agency/Clinic page, use the following steps:

1. Click on the FNS-648 tab on the main FPRS navigation bar.

2. Search for one or more agencies using the instructions in Searching for WIC Local Agencies/Clinics.

3. In the WIC Local Agency/Clinic search results list, locate the local agency/clinic you would like to reactivate, and click the [Reactivate] link that appears to the right of the [Modify] link.

4. Enter the desired Start time and click the save icon [🖫]. Click the cancel icon [🔙] if you choose not to deactivate the agency.

WIC Local Agency/Clinic Management Page (Reactivate)

Generating Directory Reports of WIC Local Agencies/Clinics

Use the Report button on the WIC Local Agency/Clinic Management page to create a Microsoft Excel report listing the contact information for those local agencies and clinics that meet your entered search criteria.

To search for and generate a directory report for local agencies and clinics, you must have access to the FNS-648 form. The specific directory information contained in your reports will depend on your location and the program/form combinations to which you have access.

Note: The Report function returns a directory report listing both local agencies and clinics together. To generate a list of either local agencies only or clinics only for a given Location and/or Parent Id, use the Search function described in Searching for WIC Local Agencies/Clinics.

This topic contains the following subtopics:

- How to Generate Reports of WIC Local Agencies or Clinics
- Report Generating Tips

How to Generate Directory Reports of WIC Local Agencies or Clinics

To generate directory reports listing the contact information for WIC local agencies and clinics, use the following steps:

1. Open the WIC Local Agency/Clinic Management page using the instructions in Working with WIC Local Agencies/Clinics.

2. By default, the WIC Local Agency/Clinic Management page automatically displays all possible search results to which you have access in the Search Results tab the first time that the page opens within a given FPRS session.

   If you perform any new searches on the WIC Local Agency/Clinic Management page, the results of your latest search remain listed in the **Search Results** tab until you **Clear** them.

2. Select your report list criteria using one or more of the following fields and check box:

1.

- Location (drop-down list): the location level of the local agency/clinic. Select one of the following three options:

    -
        o US level

        o Region level: selecting this option displays the Region drop-down list, from which you can select an FNS region.

        o State level: selecting this option displays the State drop-down list from which you can select a United States state or territory.

    o Parent Id (drop-down list): the numeric identifier of the parent organization of the local agency/clinic and the parent organization name.

- Is Active (check box): if selected, limits the search to only those local agencies/clinics that are active.

WIC Local Agency/Clinic Management

Type	Local Agency ▾
Location	US level ▾
Parent Id	0199001 - POARCH BAND OF CREEK INDIANS ▾
☑ Is Active	

[Search] [Clear] [Report] [Add New]

Local Agency/Clinic Management Report Fields and Buttons

3. Click Report to perform a combined local agency and clinic search based on the selected criteria and to generate a report listing the results.

Result: FPRS generates the Excel report, and opens the File Download dialog box.

File Download Dialog Box

4. Click Open to open the Excel report listing the results of your local clinic and agency search.

Local Agency and Clinic Directory Report

OR

Click Save to save a copy of the report on either a local or network drive.

Result: The Microsoft Windows Save As dialog box opens.

OR

Click Clear to reset the drop-down list fields and the check box to their default selections.

4. To perform another search, close the Excel window (if open), and repeat Steps 2 and 3 of this procedure.

Report Generating Tips

- Selecting a Type of either Local Agency or Clinic does not affect the report; the report will always list both local agencies AND clinics.
- The more specific your criteria, the fewer results your report will list.

- Clicking Search with the following criteria selected generates a report listing all possible local agency and clinic results:

    -
        o A Location of US level

        o A Parent Id of All

        o The Active check box cleared (not selected)