



Question	Answer
<p>What should we do with the new Client Mailing Labels report? It is listed in Release Notes for Client Services v11.14.21.</p>	<p>You are <b>not</b> required to use this report at all. However it is a nice addition to KWIC. To get it, click on Reports to get the drop down menu and look for Client Mailing Labels. Look at this screen shot to see the fields you can use.</p>

	<p>Here are a few examples:</p> <p>You are planning a special nutrition education event with a “Baby Shower” theme and want to send an invitation to all pregnant women. The event is six weeks away, so you decide not to send invitations to women with dues dates less than four weeks away. Select: Category of PG. Status of Active. Estimated Due Date from and to – as appropriate. Then click Generate and Print.</p> <p>The Health Department is adding an immunization clinic in a different area of the city. The Immunizations director wants to promote it to WIC clients in that area. Voila! Now you can print mailing labels by desired zip code.</p> <p>The Health Department is going to close the parking lot for resurfacing. Clients must park down the block. You can print mailing labels for all appointments on the date the lot will be closed to send a notice.</p> <p>For outreach, you want to send a letter to caregivers of Terminated children who would be eligible to reapply. Select an appropriate birth date range and Status of “Terminated”. (You might also want to run the “Termination Reasons” report and identify children who are</p>
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	<p>deceased, so you do not send a letter to their caregiver.)</p> <p>You want to do a small survey of all non-breastfeeding women to assess reasons for not breastfeeding. What fields would you use???</p> <p>Some reminders:</p> <ul style="list-style-type: none"><li>• <b>The report can take a long time to run!</b></li><li>• Always consider if you need to specify a particular Status. If you leave it blank, you will get clients who are Active, but also Terminated, Suspended, etc. if they meet your other criteria.</li><li>• The labels print by caregiver name. Just one label prints, no matter how many are in the family.</li><li>• Before you provide mailing labels to another program, you must determine if it is appropriate based on WIC confidentiality criteria.</li></ul>

