

## **FoodShare Trafficking Claim Overpayment Worksheet Instructions**

### **Instructions**

In CARES Worker Web (CWW), highlight the row you want to copy and select Copy (Ctrl C). In the table on the FoodShare Trafficking Claim Overpayment Worksheet, DMS-1003, highlight all the cells across the row (not just the first cell) where you want to paste. Select Paste or Ctrl V. You may need to copy and paste individual fields from CWW or adjust to get the information in the correct cell.

To calculate the debit total, select the dollar amount in the bottom right cell of the table, right click, and select Update Field.