St. Mary's Food Bank®

- Your organization has a specific caseload # assigned to your agency. Your "active" clients in Link2Feed should be the same number as your "caseload #". If you do not know your caseload #, please contact your St. Mary's Representative
- If you have room in your caseload to move some "Waiting List" clients to your "Active" list, this document will show you the step- by-step way to pick which clients get to be active first per Arizona Department of Economic Policies and Procedures.

STEP 1: Login into your Link2Feed Account and click on "Case Management"
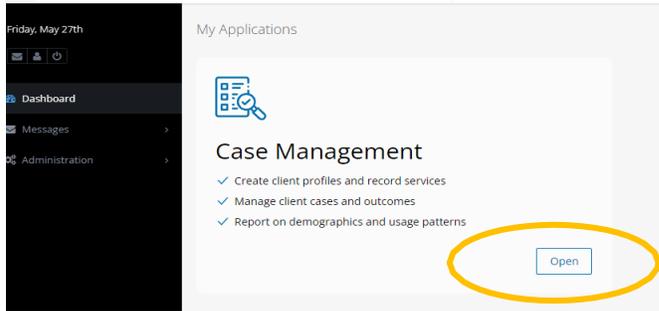
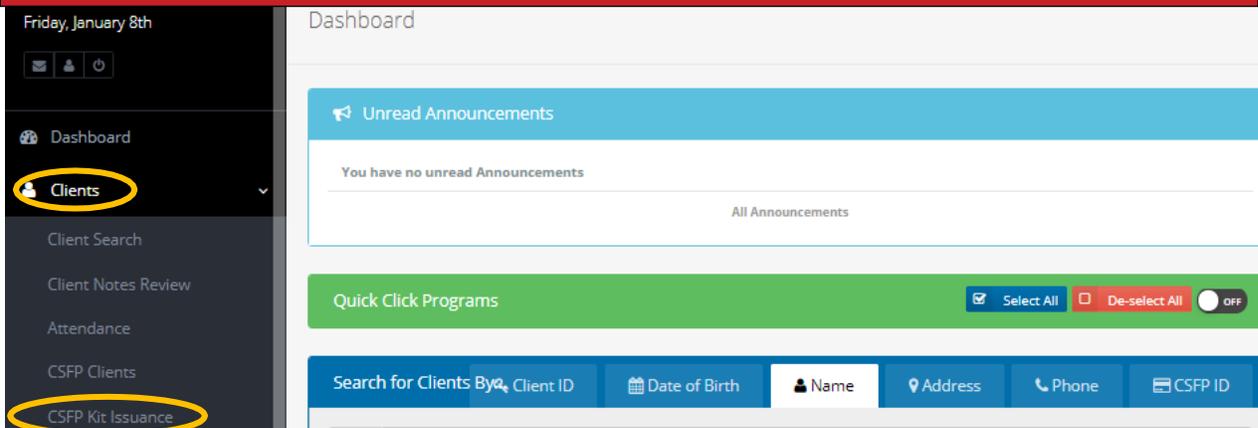**STEP 2: Click on "Clients" on the left side bar to drop down a list of options. Select "CSFP Kit Issuance"**

STEP 3: Select the dates from the 1ˢᵗ to the last of the month from the previous month
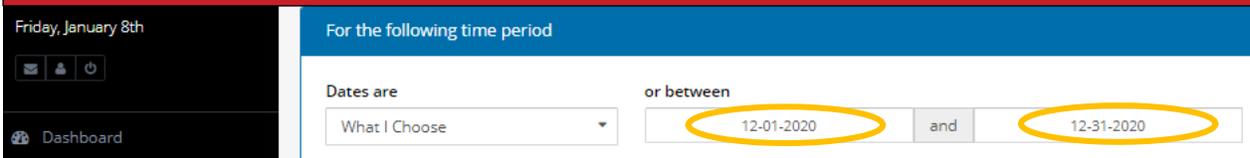
STEP 4: Check the box of your organization

STEP 5: Select "All Clients" and click "Create List"

Household Visits

○ Only Clients With No Visits   ● All Clients   ○ Only Clients With Visits

✔ Create List

STEP 6: Select ONLY the following options

For the following columns   ☑ Select All   ☐ De-select All

☐ Official Location   ☑ CSFP ID   ☑ Status   ☑ Status Change Date
☑ Last Name   ☑ First Name   ☐ Date of Birth   ☐ Proxy
☐ Enrollment Date   ☐ Next Recertification   ☐ Ineligible Reason / Notes   ☐ Phone Number
☐ Languages   ☐ Visit Date   ☐ Location   ☐ Total
☐ Household Size   ☐ Qualifying Members   ☐ Total Income   ☐ Primary Income
☐ Address Line 1   ☐ Address Line 2   ☐ City   ☐ State
☐ Zipcode   ☐ Signature Date   ☐ Signature Line

OFF
Show Deceased Clients

STEP 7: Click on "CSV"

✛ Enable Scrolling   📋 Copy   ▦ CSV   📄 Print View

STEP 8: On the bottom left of your screen a pop up will appear, click the attachment

📊 St. Mary039s Food....csv   ∧   Show all   ✕

STEP 9: After the excel opens, highlight the section "status" and click "sort and filter" on the righthand

	A	B	C	D	E	F
1	CSFP ID	Status	Last Name	First Name	Proxy	Status Change
2	1055808	Inactive	Claw	Vangie	John Begay	6/20/2019
3	1055826	Inactive	Aguirre	Nonabah	Maximilliano Aguirre	12/11/2020
4	1055856	Active	Begay	Jennifer		1/8/2019
5	1055875	Waiting List	Hayou	Rita	Mary Jean Hayou	9/15/2020
6	1055905	Waiting List	White	Caroline		12/15/2020
7	1055920	Active	Yazzie	Roselyn	Marjorie Denetchee	1/10/2019
8	1055937	Inactive	Begay	Mike	Shirley Begay	6/20/2019
9	1055979	Inactive	Draper	Nancy	Regina Draper	11/9/2019
10	1056006	Inactive	Bahe	Mary Ann	Lee Bahe	7/16/2020
11	1056017	Waiting List	Draper	James		12/15/2020

STEP 10: Click "Expand the Selection" and click "sort"

Sort Warning   ?   ✕

Microsoft Excel found data next to your selection. Since you have not selected this data, it will not be sorted.

What do you want to do?

● Expand the selection
○ Continue with the current selection

Sort   Cancel

STEP 11: Right click on "Line 1" and click delete so the names of the columns do not show

	A	B	C	D	E	F	G	H	I	J
1	Official Loca	CSFP ID	Status	Last Name	First Name	Proxy				

STEP 12: Your "Active" clients should be the first group showing. Highlight ALL "Active" clients. Look at the number next to the last "Active" clients name - that is how many "Active" clients you have

	A	B	C	D	E	F	G	H	I
1	Our Lady of I	1055856	Active	Begay	Jennifer				
2	Our Lady of I	1055920	Active	Yazzie	Roselyn	Marjorie Denetchee			
3	Our Lady of I	1056194	Active	Kinlicheeni	Mae	Gloria Van			
4	Our Lady of I	1056214	Active	Slivers	Samuel	Ronald Thomas			
5	Our Lady of I	1056271	Active	Descheeni	Elouise				
6	Our Lady of I	1056314	Active	Dixon	Alice				
7	Our Lady of I	1056953	Active	Claw	Eileen	Annaline Claw Stump, Jamie Claw			
8	Our Lady of I	1057045	Active	Smith	Dorothy L.				
9	Our Lady of I	1057286	Active	James	Melvin				
10	Our Lady of I	1106598	Active	Carroll	Shirley				
11	Our Lady of I	1106681	Active	Redhouse	Marie	Lenora Redhouse, Derek Redhouse			
12	Our Lady of I	1106704	Active	Burbank	Wallace	Priscilla Burbank			
13	Our Lady of I	1106766	Active	Carroll	Anna	Germalita Teller			
14	Our Lady of I	1106916	Active	Yazzie	MaryLouise				
15	Our Lady of I	1106931	Active	Shorty-Wil	Virginia				
16	Our Lady of I	1106947	Active	Draper	Millie	Kee Draper			
17	Our Lady of I	1107694	Active	Tsosie	Linda	Chee Tsosie			
18	Our Lady of I	1107712	Active	Morris Sr.	Samuel				
19	Our Lady of I	1107794	Active	Yazzie	Katie				
20	Our Lady of I	1107812	Active	Halwood	Virginia				
21	Our Lady of I	1107840	Active	Yazzie	Alice				
22	Our Lady of I	1107886	Active	Thomas	Louise	Phyllis Thomas, Cerace Hamblen			
23	Our Lady of I	1107904	Active	John	Ella	Paul Jumbo, Pauletta Jumbo			
24	Our Lady of I	1107938	Active	Begay	Matilda				

Last Client

STEP 13: Now that you have your # of current "Active" clients, follow this to know how many clients you can now ACTIVATE into the program:

(Caseload #) minus (Active #) = Clients to Activate

Reminder: If you don't know your caseload #, please call your St. Mary's Rep

***EXAMPLE: ***

CASELOAD #: 30 PPL

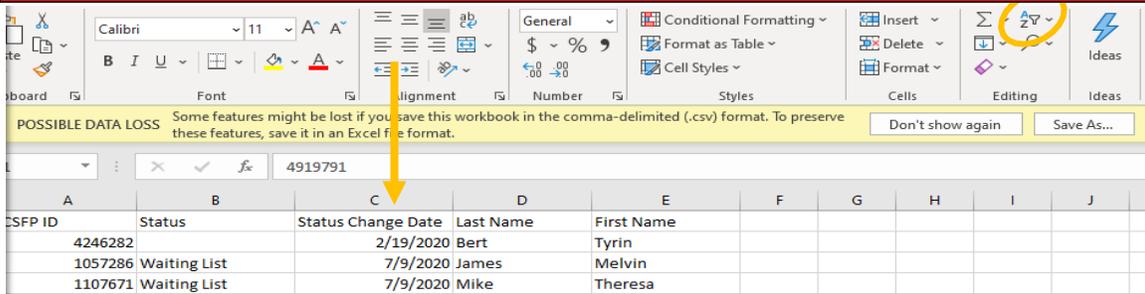CURRENT ACTIVE CLIENT #: 24 PPL

AMOUNT OF CLIENTS TO ACTIVATE: 6 PPL

STEP 14: Highlight all the "Inactive" and "Active" and "Suspended" and delete out of the excel

Clipboard | Font | Alignment | Number | Styles | Cells | Editing | Ideas

(i) POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.   Don't show again | Save As...

A2 | 5622615

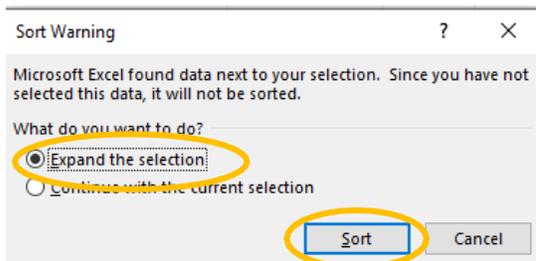|	A	B	C	D	E	F	G	H	I	J
91	4442292	Inactive	12/11/2020	Woody	John jr					
92	4450097	Inactive	9/14/2020	Whitewater	Alice					
93	4450112	Inactive	10/9/2020	Yazzie	Sheila					
94	4450191	Inactive	9/14/2020	Ortiz	William					
95	4450223	Inactive	9/14/2020	James	Bernice					
96	4450286	Inactive	9/14/2020	Begay	Elouise					
97	4450309	Inactive	10/9/2020	Jackson	Ella					
98	4450319	Inactive	12/11/2020	Bizadi	Fermin					
99	4450332	Inactive	10/9/2020	John	Elouise					
00	4450352	Inactive	10/9/2020	Miller	Alberta					
01	4575419	Inactive	10/10/2020	Yazzie	Lorraine					
02	4728434	Inactive	11/16/2020	Walker	Amos					
03	4728554	Inactive	11/16/2020	Rodriguez	Jaime					
04	4728609	Inactive	11/16/2020	Sesmas	Leonardo					
05	1056308	Suspended	10/1/2020	Thomas	Ronald					
06	1056314	Suspended	12/1/2020	Dixon	Alice					
07	1106974	Suspended	1/1/2021	Chee	Daisy Rose					
08	1108281	Suspended	1/1/2021	Jake	Phillip					
09	1113041	Suspended	12/1/2020	Tony	Lydia					
10	1361818	Suspended	11/1/2020	Vasquez	Mike					
11	1366606	Suspended	10/1/2020	Toadlena	Sharon					
12	1366630	Suspended	1/1/2021	Farrell	Matilda					
13	1366640	Suspended	1/1/2021	Carty	Lorraine					
14	1470543	Suspended	10/1/2020	Bahe	Frank					
15	2645433	Suspended	12/1/2020	Yazzie	Bah					
16	2995279	Suspended	1/1/2021	Begay	Peter					
17	4919939	Suspended	1/1/2021	Begay	Joyce					
18	3477383	Suspended	12/1/2020	Brown	Phyllis					
19	1055875	Waiting List	9/15/2020	Hayou	Rita					
20	1055905	Waiting List	12/15/2020	White	Caroline					
21	1056017	Waiting List	12/15/2020	Draper	James					
22	1056024	Waiting List	8/28/2020	Allen	Marie					

OPTIONAL

Don't delete your "Suspended" clients if you do not have a "Waitlist". You can contact your "Suspended" clients to ask if they would like to stay in the program. Change status to "closed" if they say no.

STEP 15: The only status showing should be "Waiting List". Highlight the "Status Date Change" and click "Sort and Filter" – Select "Sort Oldest to Newest"
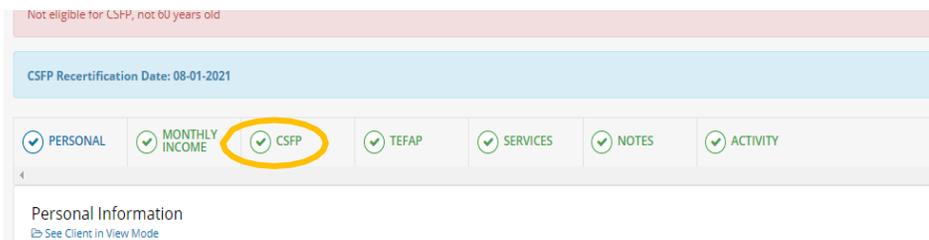
	Calibri	11	A^ A^	General	Conditional Formatting ~	Insert ~	Σ AZ▽ ~	Ideas
	B I U ~	~	♦ ~ A ~	$ ~ % 9	Format as Table ~	Delete ~	↓ ↺	
					Cell Styles ~	Format ~	♦ ~	
board	Font			Number	Styles	Cells	Editing	Ideas

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. | Don't show again | Save As...

	fx	4919791							

	A	B	C	D	E	F	G	H	I	J
CSFP ID	Status	Status Change Date	Last Name	First Name					
4246282		2/19/2020	Bert	Tyrin					
1057286	Waiting List	7/9/2020	James	Melvin					
1107671	Waiting List	7/9/2020	Mike	Theresa					

STEP 16: Click "Expand the selection" and click "Sort"

Sort Warning ? ✕

Microsoft Excel found data next to your selection. Since you have not selected this data, it will not be sorted.

What do you want to do?

◉ Expand the selection
○ Continue with the current selection

[Sort] [Cancel]

STEP 17: Depending on the amount of clients you can move to your "Active" case load, you will select the first few names on the list. These names should have been on the "Waitlist" the longest – therefore they get first right to becoming the next "Active" clients. Delete all other names out of excel.

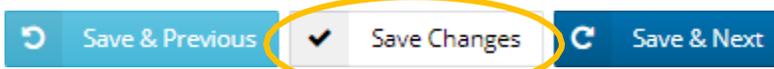| CSFP ID	Status	Status Change Date	Last Name	First Name
1057286	Waiting List	7/9/2020	James	Melvin
1107671	Waiting List	7/9/2020	Mike	Theresa
1107720	Waiting List	7/9/2020	Roanhorse	Elizabeth
1107981	Waiting List	7/9/2020	Bitsoi	Christine
1155816	Waiting List	7/9/2020	Wagner	Chester
1836765	Waiting List	7/9/2020	Bahe	Judith

STEP 18: Go back to your Link2Feed dashboard. Search each client and click on the "CSFP" tab under their individual profile

Not eligible for CSFP, not 60 years old

CSFP Recertification Date: 08-01-2021

✓ PERSONAL	✓ MONTHLY INCOME	✓ CSFP	✓ TEFAP	✓ SERVICES	✓ NOTES	✓ ACTIVITY

Personal Information
⮥ See Client in View Mode

STEP 19: Under "Status" change "Waiting List" to "Active"

CSFP Information
⮥ See Client in View Mode

Client Information

* CSFP ID
1057286

* Location
Our Lady of Fatima 50370-

* Status
Waiting List

	Q

None
Active
Inactive
Waiting List
Suspended

* Enrollment Date
06-14-2018

Proxy Signatories
✚ Add a Proxy Signatory

STEP 20: Click "save changed" on the bottom of the screen

Save & Previous ✔ Save Changes C Save & Next

STEP 21: It is required by DES to provide the "Waitlist" to "Active" client(s) with the following forms:

A. HRP-1039A & HRP-1041A & Issue YELLOW CARD
B. To find a copy of these forms please visit the Toolkit portal or the DES website: https://des.az.gov/documents-center
C. Request more yellow cards from St. Mary's Food Bank or DES

HRP-1039A

CSFP
Commodity
Senior Food
Program

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Division of Community Assistance and Development (DCAD)
Coordinated Hunger Relief Program

HRP-1039A FORENG (7-22)

COMMODITY SENIOR FOOD PROGRAM (CSFP)
PARTICIPANT RIGHTS AND OBLIGATIONS

Our Pledge to You	Your Pledge to CSFP
Supplemental Foods	**Honesty**
• CSFP provides you with a supplemental food box once a month.	• CSFP food benefits you, and you may not sell or trade the food (the intention alone may be grounds for removal from the program).
• CSFP will make nutrition education available to all participants, authorized representatives and proxies.	• If CSFP determines you have attempted to sell or had the intention to sell any food benefits verbally, in print or online, you will be subject to disqualification.
Fair Treatment	• You may enroll at only one CSFP location at a time and may not receive benefits at more than one CSFP location at the same time.
• CSFP rules are the same for everyone.	
• You have a right to appeal a decision made by CSFP staff about your eligibility.	• ID/Transfer Cards are unique to you and must not be changed or altered.
Privacy	**Protect Your Benefits**
• Unless you specifically authorize otherwise, all information you give to CSFP will be kept private.	• Keep your CSFP ID/Transfer Card safe.
Help Getting Enrolled in Other Services	**Accurate Information**
• If you move to a different area, your CSFP information may be shared with the new CSFP agency.	• Provide current and truthful information (CSFP staff may verify that the information is correct).
• CSFP provides referrals to health and social services programs that may be able to help you.	**Good Use of the Program**
	• Be courteous and respectful toward CSFP staff.
	• Following the rules of CSFP is important to avoid being disqualified from the program, prosecuted for program violations and/or asked to repay program benefits.
	• You will pick up your CSFP box monthly. If you are going to miss a month, you will notify your CSFP site location. If you miss picking up your box for more than two months, you forfeit your enrollment in the program and will be placed on a Wait List.

HRP-1041A

CSFP
Commodity
Senior Food
Program

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Division of Aging and Adult Services (DAAS)
Coordinated Hunger Relief Program

HRP-1041A FORPDF (8-17)

COMMODITY SENIOR FOOD PROGRAM (CSFP)
WAITING LIST ENROLLMENT NOTIFICATION

APPLICANT INFORMATION

APPLICANT NAME _____ NOTICE DATE _____

ADDRESS (No., Street) _____

CITY _____ STATE _____ ZIP CODE _____

You were placed on a waiting list for the Arizona Commodity Senior Food Program (CSFP) on _____.

At that time, we were not able to enroll you in the program. This letter is to inform you that it may now be possible for you to be enrolled and begin receiving program benefits.

If you are still interested in participating in CSFP, you must contact the closest Distribution Site in your area to be screened for eligibility.

The requirements for this program specify that you must be at least 60 years of age, present acceptable identification, verify your address and meet Federal income guidelines. Gross household income includes, but is not limited to, the following:

- Earned income from employment or self-employment, such as salary, hourly wages, commissions or fees;
- Unemployment insurance compensation;
- Social Security Administration benefits, including Supplemental Security Income;
- Government civilian employee and military retirement, pension, or veteran's payments;
- Private pension and retirement payments; and
- cash contributions (i.e. gift funds) received from persons not in the household

Please call _____ **to schedule an appointment or for more information about this notice.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech

[Annotation: Find "last status change date" under CSFP tab under client's profile]

[Annotation: Put your agency's contact information here]

VERY IMPORTANT:

- Do NOT move your clients from "Waiting List" to "Active" until the <u>DAY OF</u> your CSFP distribution. We recommend doing this BEFORE the start of the event so you can run an "Attendance List" that is most current

- When you move a client from "Waiting List" to "Active" you have **24 HOURS** to issue them a CSFP box or the client's profile will automatically default back to "Waiting List" – It will NOT alert you of this in the system

PLEASE CONTACT YOUR ST. MARY'S REPRESENTATIVE IF YOU HAVE QUESTIONS OR WANT TO INCREASE OR DECREASE YOUR CASELOAD # OF CSFP CLIENTS