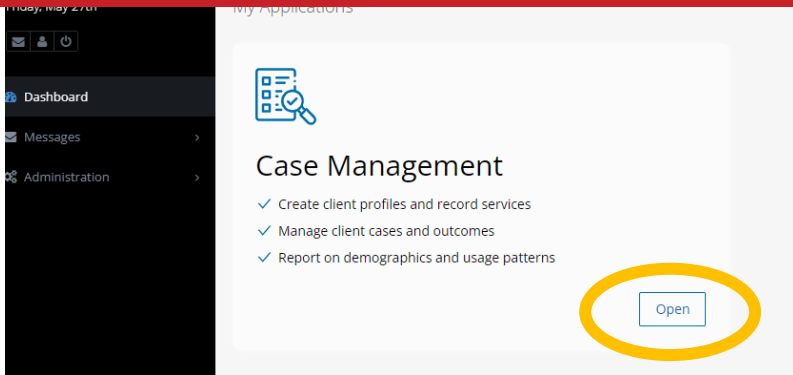
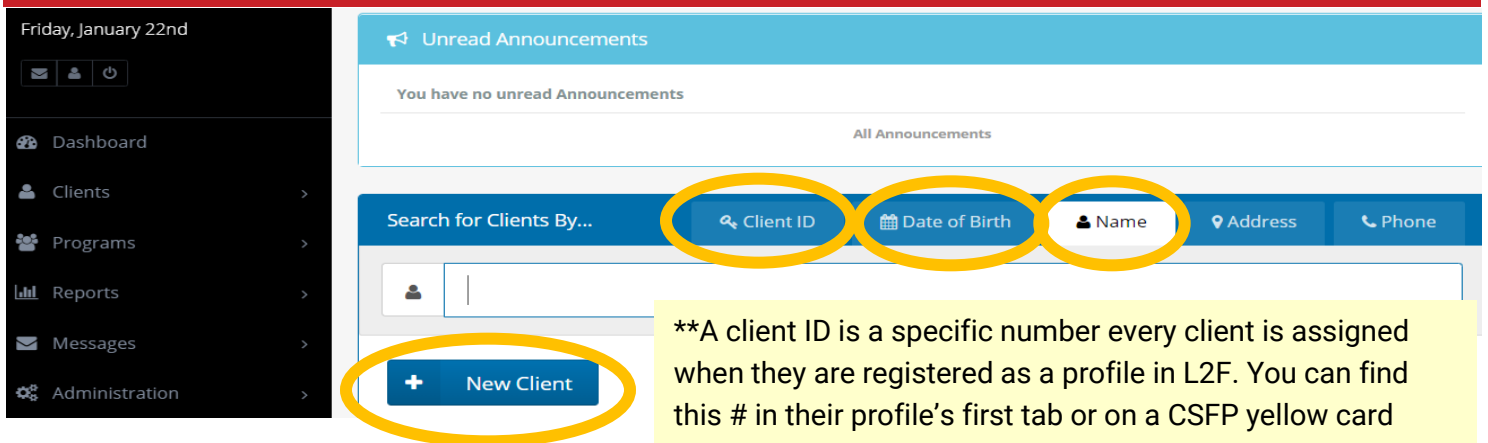


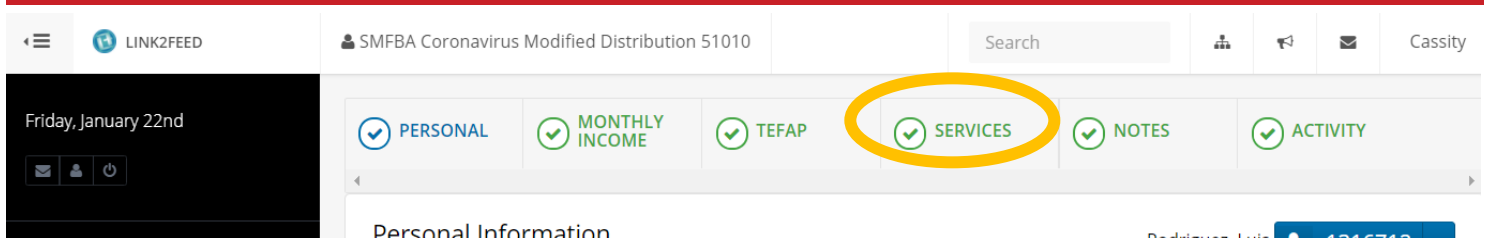
## STEP 1: Login into your account in Link2Feed and click "Case Management"



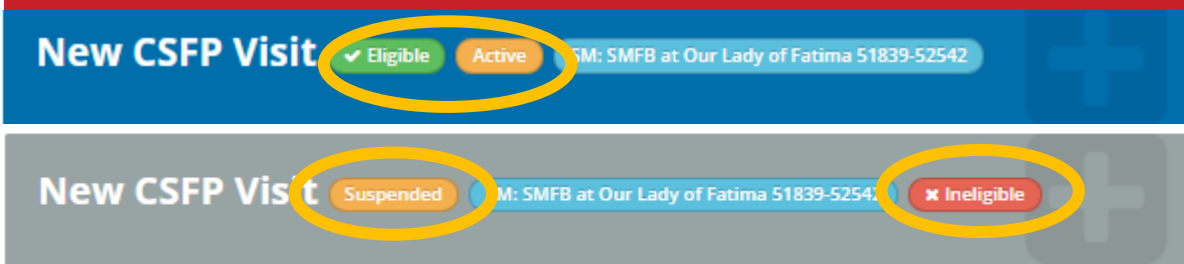
## STEP 2: Search by Client's Name, Birthday, or Client ID OR click "New Client"



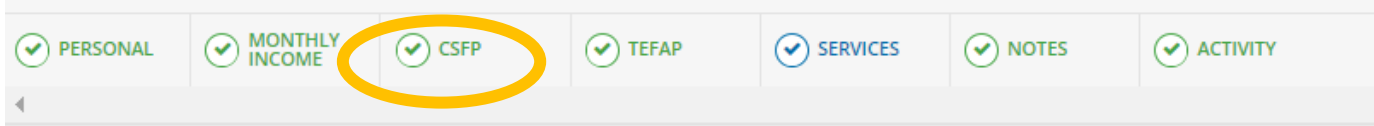
## STEP 3: If the client's profile is complete, click "Services" to record the visit



## STEP 4: If the CSFP Visit says "Eligible" or "Active" then the client is ready to be entered in, skip to Step 5. If your CSFP Visit is highlighted "grey" go to 4A.



STEP 4A. If the “CSFP Visit” is grey and will not let you click on the service bar, then the client is not eligible to receive a box. Click on the “CSFP” tab at the top to see client’s CSFP details.



STEP 4B. Halfway down the client’s CSFP page is “Eligibility Criteria.” All items in green mean the client is meeting the eligibility requirement. If you see an item in red, the client needs to fix the criteria.

Eligibility Criteria [Save Changes to update criteria](#)

Minimum Age	60
Has CSFP ID	Yes
Has Enrollment DATE (or is on Waiting List)	Yes
Status is Active/Waiting List	No
Requires Certification/Recertification	No
Has already visited this calendar month	No

Household Size  Monthly Income

STEP 4C. All items in red MUST be fixed before a client’s Service tab is in “eligible” status. If a client needs recertification, click on the “Recertify” button



Certification/Recertification Log

STEP 4D. Every year a client needs a “Recertification” that declares they still meet the same eligible income requirements, are still interested in the program, and will pick up food each month. Click save once inputted. Return to “Service Tab” to record client visit.

Client eSignature

**Disclaimer**

I certify that my gross household income is equal to or below 130 percent of the current federal poverty guidelines as applicable to my household size, I have reviewed the current income eligibility chart and received an explanation of countable and non-countable income.

I understand that I must pick up my food regularly and that I may be terminated from CSFP if I fail to pick up my food. In the event that I am unable to pick up my food, please release it to the Proxies listed in my profile.

Signature Type

Verbal Consent

\* Signatory

Maryline Attson

Date

01-11-2023

## STEP 5: Select date of distribution and "reason for their visit" is an optional field

**General Visit Details**

\* **Date**  **Delivery Required**   Double Distribution

**What were the reasons for this visit?**

<input type="checkbox"/> Baby Products	<input type="checkbox"/> Benefits/Social Assistance Changes	<input type="checkbox"/> Benefits/Social Assistance Delays
<input type="checkbox"/> Clothing	<input type="checkbox"/> Debt	<input type="checkbox"/> Delayed Wages
<input type="checkbox"/> Donated	<input type="checkbox"/> Family Breakup	<input type="checkbox"/> Holiday Event
<input type="checkbox"/> Homeless	<input type="checkbox"/> Hygiene Products	<input type="checkbox"/> Low Wages/Not Enough Hours

## STEP 6: Choose which client is receiving CSFP services in household

**Who from the household is receiving services for this visit?**

Joe Shoe

## STEP 7: Check if the client was given cheese or not

**Food & Items / Services Provided**

**Foods Provided**

Cheese

## STEP 8: Drop down "Signature Type" down to "Verbal Consent". Click "Save"

**Client eSignature**

**Disclaimer**  
I certify that my gross household income is equal to or below 130 percent of the current federal poverty guidelines as applicable to my household size, I have reviewed the current income eligibility chart and received an explanation of countable and non-countable income.

\* **Signature Type**

\* **Signatory**

## STEP 9: If done correctly, the page will reload and your visit will show recorded

Visit / Service Date	Location / Program	Summary / Items Provided
08-10-2021	<b>Location</b> SM: SMFB at Our Lady of Fatima 51839-52542 <b>Program</b> CSFP Visit	Worker: Cassity Smith Client: Maryline Attson <b>Foods Provided:</b> <ul style="list-style-type: none"><li>1.00 x Cheese</li></ul>