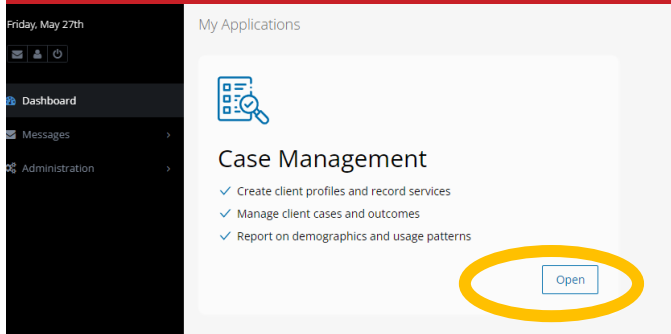
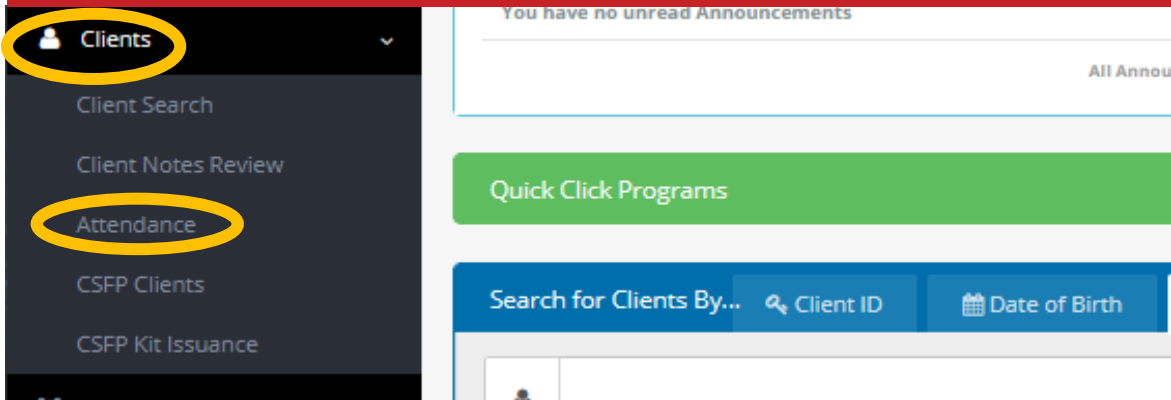


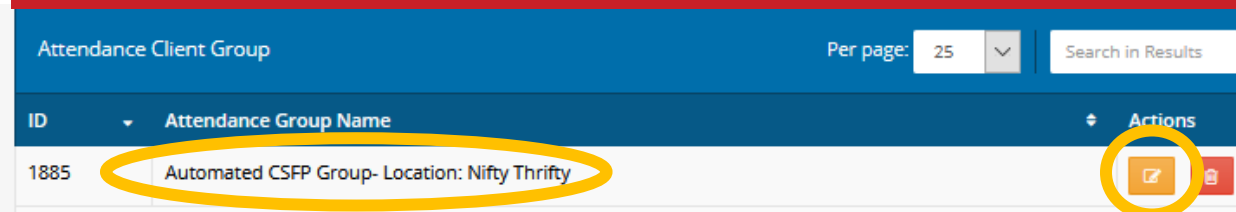
## STEP 1: Log into your account in Link2Feed and click “Case Management”



## STEP 2: Click “Clients” on the left hand column, drop down and click “Attendance”

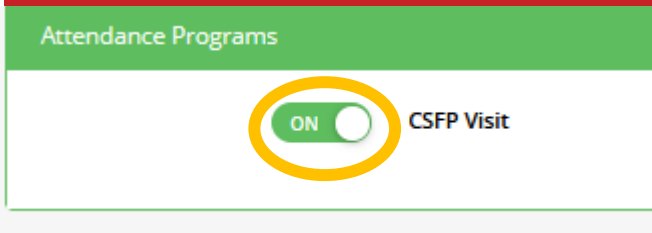


## STEP 3: Click on the orange pencil on the right side



**\*\*PRO TIP:** Every “CSFP” account will have an AUTOMATED list of clients that are “**ACTIVE**” in Link2Feed. The list updates clients in and out of the group as you change their statuses in their individual profiles

## STEP 4: Click “CSFP Visit” from OFF to ON so you are able to click the client receive cheese



STEP 5: Select the box next to "Client ID" and the box next to "Cheese" for every client present at the event

ID #	Client Name	Household Summary	Quantity	Foods Provided	Items Provided
<input type="checkbox"/>	Client ID [redacted] en, Marie Household ID [redacted]	Household Size: ? Number of Seniors: [redacted] Number of Adults: [redacted] Number of Children: [redacted] Children's Ages: [redacted]		<input type="checkbox"/> Cheese	
<input type="checkbox"/>	Client ID 5617498 Allen, Nora Household ID 3083995	Household Size: 1 Number of Seniors: 1 Number of Adults: 0 Number of Children: 0 Children's Ages: [redacted]		<input type="checkbox"/> Cheese	

**\*\*PRO TIP:** When the client is in a "RED" bar, that means the client's profile needs attention. You MUST take care of all "red alerts" BEFORE you start the attendance list. It **WILL NOT** save at the end if you have any red profiles checked

**REASONS WHY CLIENTS WOULD BE SHADED RED:**

- A client's profile needs to be reviewed, recertified, or they are ineligible or have incomplete info
- Client is not "Active" for CSFP at that agency location
- Client has already picked up their CSFP box for the month

STEP 6: When you are done selecting the clients present, scroll down and select the date of distribution

Visit Details

\* Visit/Pick Up Date

STEP 7: Drop down to "Signature Type" to "Verbal Consent" and verbally receive content from client. Click "Save View"

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

Date

All clients will have the entry under their individual profiles. You are done!