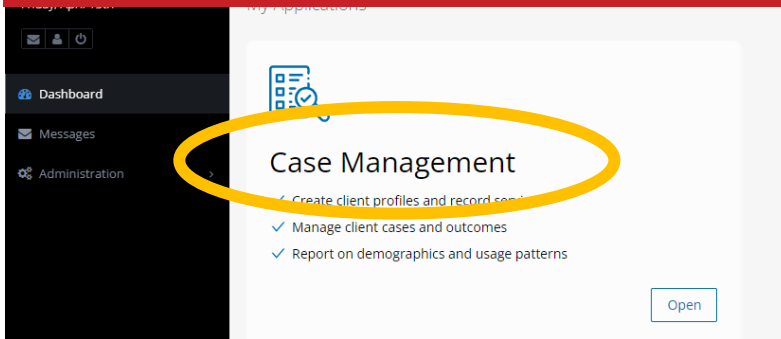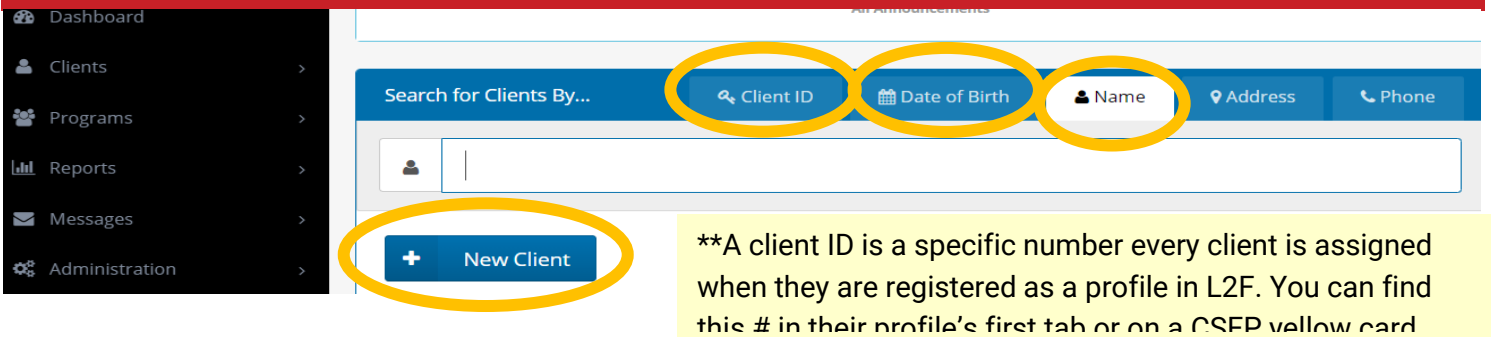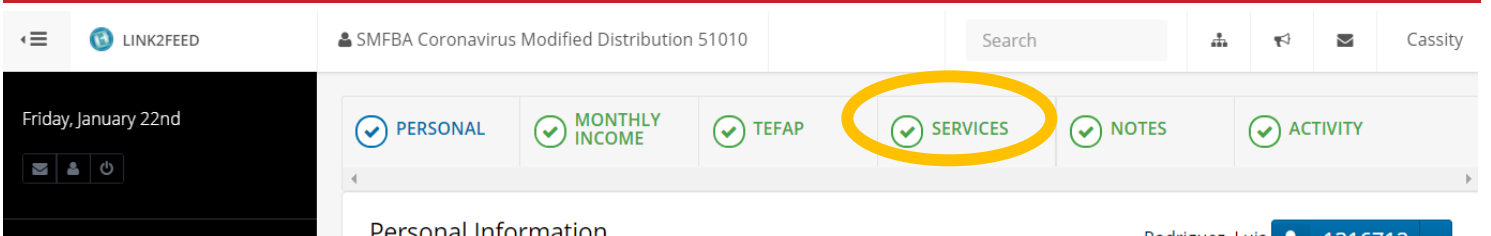## STEP 1: Login into your account in Link2Feed and click "Case Management"

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

**A client ID is a specific number every client is assigned when they are registered as a profile in L2F. You can find this # in their profile's first tab or on a CSFP yellow card

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

STEP 4: Select "New TEFAP Pantry Visit"

New TEFAP Pantry Visit ✔ Eligible
Traditional pantry uses TEFAP food

STEP 5: Select date of distribution. "Reason for their visit" is an optional field.

General Visit Details

* **Date**

📅 03-30-2021

Delivery Required

No ⌄

☐ Double Distribution

What were the reasons for this visit?

☐ Baby Products
☐ Clothing
☐ Donated
☐ Homeless

☐ Benefits/Social Assistance Changes
☐ Debt
☐ Family Breakup
☐ Hygiene Products

☐ Benefits/Social Assistance Delays
☐ Delayed Wages
☐ Holiday Event
☐ Low Wages/Not Enough Hours

STEP 6: Type in # of Emergency Food Boxes (EFB), LFBs or Donated boxes given to the client

Food Provided

🛒 0 Items

Foods Provided

0   TEFAP Box   0   Donated   0   Large Family Bag   0   Trade Mitigation

Only record EFB's in "Box" section – Required to record

Donated boxes are the boxes your agency creates out of loose product – must record if no other items were given

Large Family Bags (LFB) are food bags provided by SMFB. Record these if agency receives them.

You do **NOT** need to record or describe other types of product (Milk/Eggs, etc.)

STEP 7: Type client signature and click "Save"

Disclaimer
By signing my name, I certify the following:

* I meet the current income eligibility guidelines listed to receive USDA commodities.
* I will not sell, trade, barter, or exchange these commodities for service.
* I live in the geographic area served by this distribution site.

Household del Hogar	Annual Anual	Monthly Mensual	Twice Monthly Dos veces al mes	Bi-Weekly Bisemanal
1	$23,606	$1,967	$983	$907
2	$31,894	$2,657	$1,328	$1,226
3	$40,182	$3,348	$1,674	$1,545
4	$48,470	$4,039	$2,019	$1,864
5	$56,758	$4,729	$2,364	$2,183
6	$65,046	$5,420	$2,710	$2,501
7	$73,334	$6,111	$3,055	$2,820
8	$81,622	$6,801	$3,400	$3,139
For each additional member, add	+$8,288	+$691	+$345	+$319

* **Signature Type**

Typed Signature ⌄

* **Signatory**

Luis Rodriguez ⌄

* **Client Signature**

Type Your Signature Above

Date

01-22-2021

Drop down to "Verbal Signature"

**Intake worker may receive verbal permission from the client to sign on their behalf.

Click "Save"

STEP 8: If done correctly, the page will reload and your visit will show recorded

Visit / Service Date ▲	Location / Program ⬍	Summary / Items Provided
01-22-2021	**Location** SMFBA Coronavirus Modified Distribution 51010 **Program** TEFAP Pantry Visit	**Foods Provided:** • 1.00 x Box