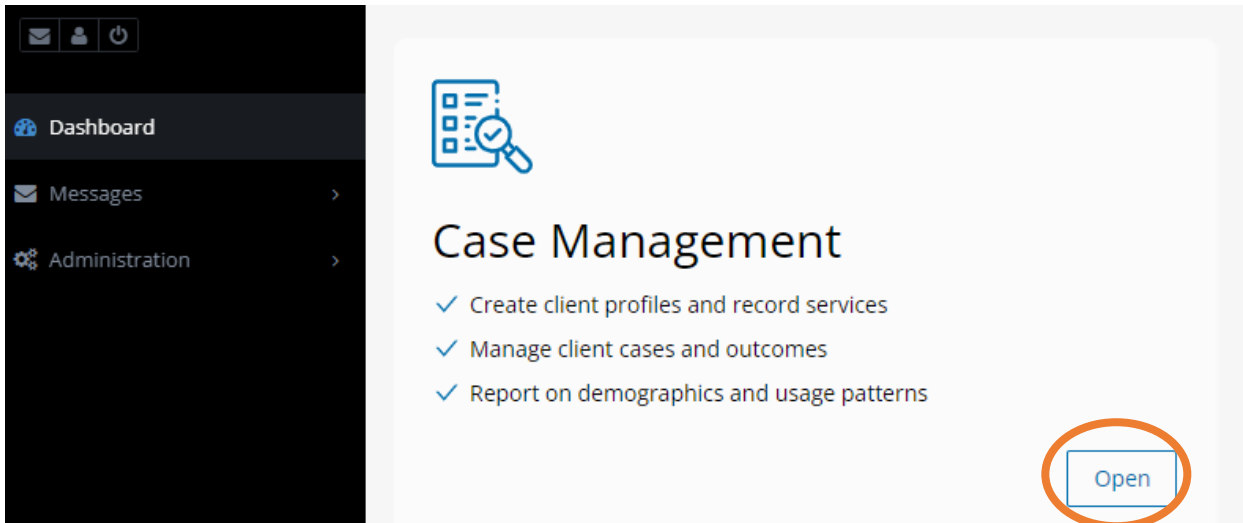
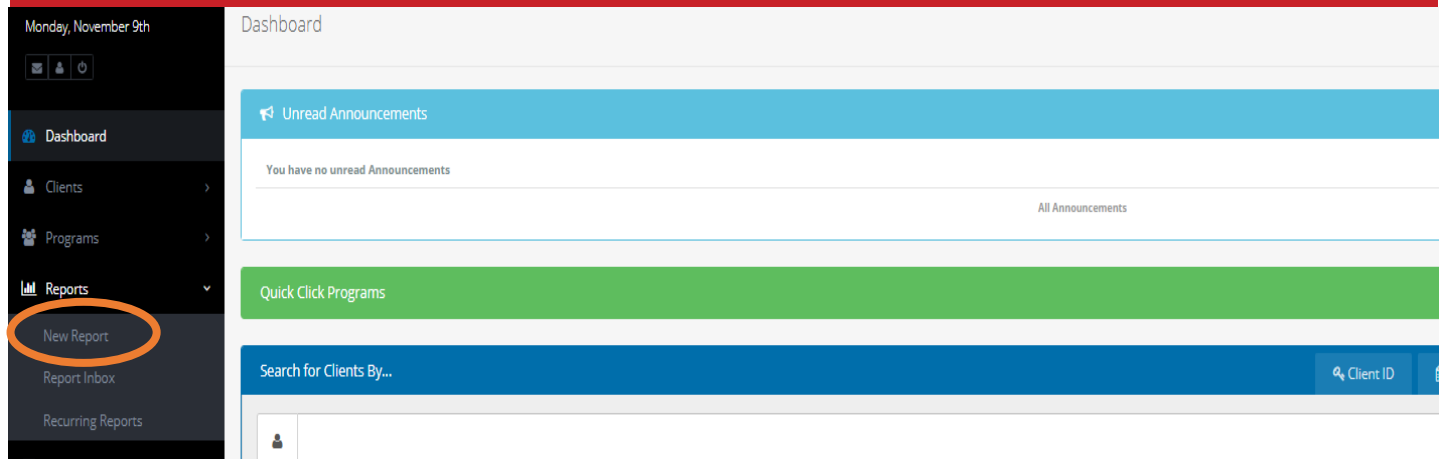


STEP 1: Log into your account in Link2Feed and click "Case Management"



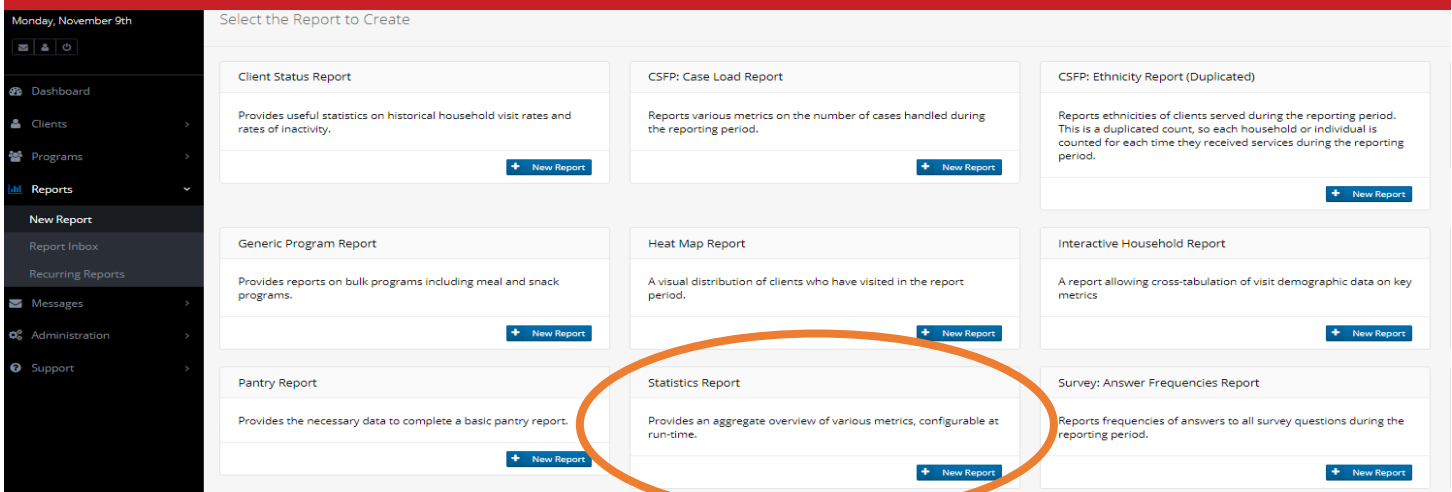
The screenshot shows the Link2Feed Case Management interface. On the left is a dark sidebar with navigation options: Dashboard, Messages, and Administration. The main content area has a header with a magnifying glass icon and the title "Case Management". Below the title are three bullet points: "Create client profiles and record services", "Manage client cases and outcomes", and "Report on demographics and usage patterns". At the bottom right of the main content area, there is a blue button labeled "Open" which is circled in orange.

STEP 2: On left hand screen – select the triangle beside "Reports" & click on "New Report"



The screenshot shows the Link2Feed Reports menu. The left sidebar is expanded to show the "Reports" section, which is circled in orange. Under "Reports", the "New Report" option is also circled in orange. The main content area shows the "Dashboard" with sections for "Unread Announcements", "Quick Click Programs", and a search bar for clients.

STEP 3: Find "Statistics Report" and click "New Report"



The screenshot shows the Link2Feed Report Selection screen. The left sidebar is expanded to show the "New Report" option, which is circled in orange. The main content area displays a grid of report options, each with a "New Report" button. The "Statistics Report" option is circled in orange. The "Statistics Report" description is: "Provides an aggregate overview of various metrics, configurable at run-time."

STEP 4: Give a title to your report – Example below of how it should be named

New Statistics Report

Title

St. Marys Food Bank - MIPR - Ded

STEP 5: Select “Just Me” unless you would like the report to be shared with others in the organization

Sharing

Just Me

Me and Users at the Following Organizations

Me and the Following Users

STEP 6: Select “Only Once” and run report for the current calendar month you are reporting for

For the Following Cycle

Once Only Recurring

Relative Dates: What I Choose

Custom Date Range: 12-01-2022 and 12-31-2022

STEP 7: Click your organizations name that pops up – SKIP COUNTY & CITY

For the following

Agencies report data across the selected agencies

Organizations

Agua Fria Food & Clothing Bank 50308-50659

STEP 8: Select the program type you are running – Most agencies are running “TEFAP” for MIPR Forms

Program Types

TEFAP

Multi-Service Program

Backpack Program

Non TEFAP Market

USDA Pantry

Service

Non TEFAP Mobile

Meal Program

Pantry

SNAP

CSFP

Financial Assistance

TEFAP Mobile


STEP 9: Select the following boxes: Served "Duplicated" & "Unique" & Visits "Food Provided"

- Self-Identifies As
- Served
 - Served: Households/Individuals (Duplicated)
 - Served: Households/Individuals (Unique)
- Social Programs
- Visits
 - Visits: Deliveries
 - Visits: Food Provided
 - Visits: Households Served by Number of Visits





STEP 10: Click "Create Report" on the right bottom of screen



STEP 11: Refresh website page so green check mark shows next to your report. If blue clock shows, report's not ready

St. Mary's Food Bank - MIPR - Oct 2020 Statistics Report	11-09-2020 @ 11:06 AM	NOT READY		
Oct. 2020 Statistics Report With dates between 10-05-2020 and 10-30-2020	11-06-2020 @ 01:55 PM	READY		  

STEP 12: CLICK ON THE NAME OF THE REPORT WHEN GREEN CHECK MARK IS PRESENT

St. Mary's Food Bank - MIPR - Oct 2020 Statistics Report With dates between 10-01-2020 and 10-31-2020	11-09-2020 @ 11:06 AM		  
--	-----------------------	---	---

STEP 13: You will need the 5 circled numbers to fill out the MIPR and Coversheet – see numbers on forms.

The number of "Households" and "Individuals" served. **DUPLICATED**

	Households Served	Individuals Served
SM: Circle of Page 50392-51725	257	863

Showing 1 to 1 of 1 entries

Result #1 **Result #2**

Served: Households/Individuals (Unique)

The number of "Households" and "Individuals" served. **UNIQUE**

	Households Served	Individuals Served
SM: Circle of Page 50392-51725	154	553

Showing 1 to 1 of 1 entries

Result #3 **Result #4**

Visits: Food Provided

The total of each "Food Provided" selected during visits.

	Donated	Large Family Bag	TEFAP Box
SM: Circle of Page 50392-51725	104.00	56.00	156.00

Result #5 **Result #6**

****PRO-TIP –**

“Household”: A group of people who live together, buy food to share, and prepare meals together. There may be more than one household in a single home, and if they each receive food they should be counted separately in L2F

“Duplicated”: Every time an individual or household visits, they are added to the count.

“Unique”: If individuals or households are only counted once per month, even if they visit multiple times.

Monthly Inventory Participation Report (MIPR) Coversheet



Instructions

Complete and submit the MIPR Coversheet and MIPR by the 1st of the month. If the 1st of the month falls on a weekend/holiday, please submit the business day prior to the first of the month. You may email your documents to agencyreporting@firstfoodbank.org or fax them to 480-613-4619. Please contact your specialist/coordinator if you need assistance completing this document. Agencies in the following counties must also include your signature sheets: Navajo, Apache.

Agency Information

Agency Name: _____ Agency Number: _____

Reporting Period (MM/YYYY) _____

Fill agency name, agency # for TEFAP program, & the month you are reporting for

Monthly Household Distribution Totals (Unique): *(Not applicable for Agencies using Bulk Recording Programs only)*

Households Served: _____

Result #3

From Link2Feed report (image on previous page) complete *Unique Distribution* totals

Individuals Served: _____

Result #4

Monthly Household Distribution Totals (Duplicated):

Households Served: _____

Result #1

From Link2Feed report (image on previous page) complete *Duplicated Distribution* totals

Individuals Served: _____

Result #2

Congregate Feeders:

Congregate Meals Served: _____

By signing below, I affirm that the information provided is complete and accurate.

Signature: _____

Printed Name: _____

Date: _____

Sign, Print, and Date MIPR Coversheet

STEP 15: Print out and complete your MIPR Form. FILL OUT ALL AREAS HIGHLIGHTED "BLUE"

Division of Adult and Aging Services (DAAS) – Coordinated Hunger Relief Program

TEFAP MONTHLY INVENTORY AND PARTICIPATION REPORT (MIPR)

Complete this form as of the last business day of the reporting month and return it to the Food Bank _____

*See the TEFAP Monthly Inventory and Participation Report (MIPR) Instructions for definitions and details on how to fill out this form.

Agency Name: _____ Reporting Month/Year: _____

Using your Link2Feed report (step 13), complete EFBs distributed (result #6) and LFBs distributed (result #5)

EMERGENCY FOOD BOXES (EFB)		LARGE FAMILY BAGS	
In stock at the beginning of the month	_____	In stock at the beginning of the month	_____
Received this month	_____	Received this month	_____
Distributed this month	_____	Distributed this month	_____
Losses (if any)	_____	Losses (if any)	_____
Remaining end of month count	_____	Remaining end of month count	_____
List reason(s) for <u>any</u> losses:	_____	List reason(s) for any losses:	_____

Physical count required at the end of each month, to verify quantity at the end of the month

Do you have any TEFAP BULK product remaining in inventory from last month?
 If you have TEFAP BULK commodities at the start of the month, check "Yes" to Bulk items remaining
 List the Item and # of cases on hand on the "Bulk Commodities" list below. (Otherwise check "No" Bulk)

BULK COMMODITIES

Were there bulk items left over from last month? Yes No
 If yes, were they completely distributed/used this month? Yes No

List reason(s) for any losses: **NOTE: Commodity losses are items that have gone missing, spoiled, or were stolen**

Order of Items Listed in Bulk Commodities Sheet:
 1st – TEFAP commodities that are on hand from last month (oldest to newest)
 2nd – ALL Bulk TEFAP commodities received this month (get these numbers from your invoice)

BULK COMMODITIES					
<i>(Includes commodities on-hand from prior month. List oldest first.)</i>					
Date Received	Item Name	Cases On-Hand or Received	Cases Used	Losses (if any)	Cases Remaining
IF SAME PRODUCT IS LISTED 2X ON THE SAME INVOICE – ADD CASE #'S TOGETHER ON 1			_____		

Subtract "Cases Received" from "Cases Remaining" to get # for "Cases Used"

By signing below, you affirm the data provided on this form is accurate to the best of your knowledge. You also acknowledge seeing the required USDA Non-Discrimination Statement on the next page even if you do not submit it with your report.

Agency Representative Signature: _____ Date: _____

-Food Bank Use-

Equitable Distribution: EFBs distributed correspond with HH sizes and numbers served (as shown in L2F): Yes No



SAMPLE INVOICE



INVOICE

Invoice Number: AOR394549-1

Invoice Date: 10/15/2020
Page:

Invoice date is "received date"

Bill To: Our Lady of Fatima
Maryline Attson
Hwy 191 & Indian Route 7
Chinle, AZ 86503

Ship To: Our Lady of Fatima
Maryline Attson
Hwy 191 & Indian Route 7
Chinle, AZ 86503

Any "TEFAP" bulk items, record on list above

Items to agency from foodbank

Parent Agency ID 10289
Agency ID 50370
Your Reference No.
Order Date 9/11/2019
Resp. Person Lauren Tomli

Due Date 9/21/2019
Terms Due in 10 days

Item No.	Description	Unit	Gross Weight	Qty.	Unit Fee	Cubic Feet	Total Fee
JR20024	TEFAP Apples Fresh 12/3 Lb	Case	1,512	42			
JR23278	TEFAP Milk 2 % Fresh 4/1 gal	Case	1,718.4	48			
JR23278	TEFAP Milk 2 % Fresh 4/1 gal	Case	1,718.4	48			
JR21300	Veg Tomato 1/20 Lb	Case	1,800	90			
JR21678	Veg Peppers 1/25 Lb	Case	1,050	42			
JR20080	Bread Tortillas (Lb) 1 Lb	Pound	762	762			
JR21305	Veg Cucumbers 1/20 Lb	Case	1,600	80			
JR20948	Veg Potato 1/50 Lb	Case	2,000	40			
JD14227	TEFAP Pistachio Roasted in Shell 12	Case	1,680	70			
JD13256	TEFAP Walnuts 24/1 Lb	Case	744	31			
JD10112	TEFAP Rice Long Grain 30/2 Lb	Case	854	14			
JD10112	TEFAP Rice Long Grain 30/2 Lb	Case	671	11			
DD10814	Bev Water 32/16.9 Oz	Case	2,024	55			
DD10252	Bread in Bins 1 Lb	Pound	231	231			
DD10252	Bread in Bins 1 Lb	Pound	234	234			
DD10252	Bread in Bins 1 Lb	Pound	245	245			
DD13431	EFB18 Emergency Food Box W/TEF	Each	1,332	72			
DD13431	EFB18 Emergency Food Box W/TEF	Each	1,332	72			
DD13431	EFB18 Emergency Food Box W/TEF	Each	1,332	72			
DD13431	EFB18 Emergency Food Box W/TEF	Each	1,332	72			
DD13848	EFB6 Larger Family Bag w/ TEFAP 6	Each	702	108			
DD13848	EFB6 Larger Family Bag w/ TEFAP 6	Each	507	78			

Same product - add case quantity #'s together

Example: You do NOT need to list any items that do not have "TEFAP" in front of the product name on MIPR

If you have multiple invoices from multiple distributions in one month

Please fill out ONE MIPR Cover Sheet and Form

Send MIPR to your Agency Services Representative or email to agencyreporting@stmarysfoodbank.org