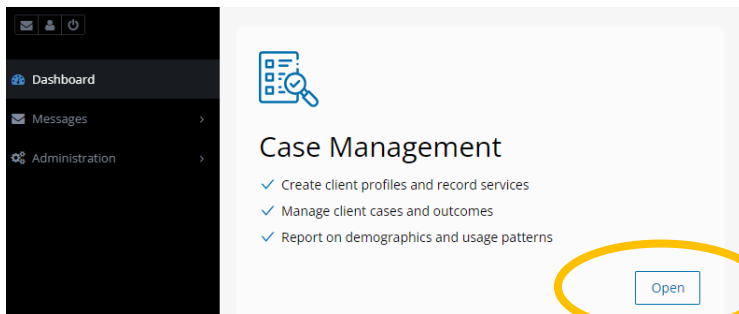
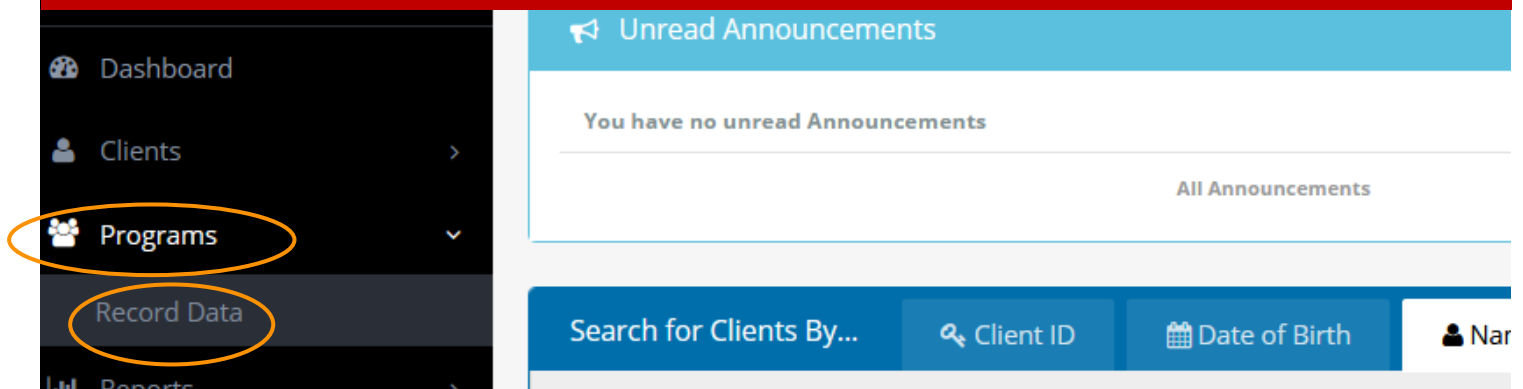


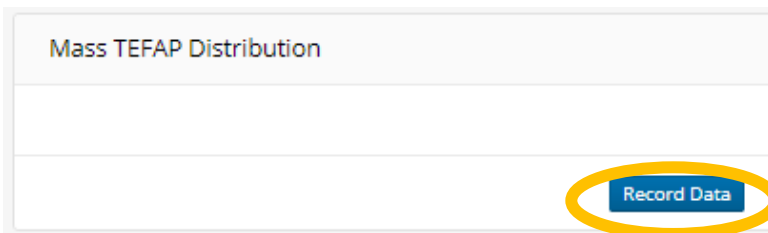
## STEP 1: Log into your account in Link2Feed and click “Case Management”



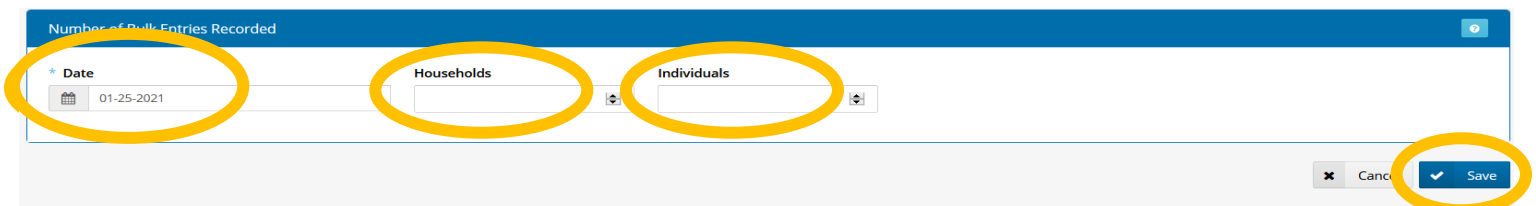
## STEP 2: Click “Programs” on left-hand column & drop down to click “Record Data”



## STEP 3: If you have not already entered all service numbers into Link2Feed, do so by clicking “Record Data”. If you have already entered data, skip to step 6.



## STEP 4: To record data, input the date of distribution, # of households and # of individuals in those households. If you had multiple distributions this month, calculate the total Households and total Individuals served throughout the month. Select your last distribution date of the month as the “Date”.



**STEP 5: Click save, refresh the page, and the entry will show a total number served. Note that you will need to re-open the submission (by clicking on the orange pencil beside your entry) to see the Households and Individual numbers separately.**

Created	Worker	Program	Notes	Visit Date	Total
05-24-2022 @ 10:17 AM	Michelle Billy	Mass TEFAP Distribution		05-24-2022	306

**STEP 6: Print out and complete your MIPR Form. FILL OUT ALL AREAS HIGHLIGHTED "BLUE"**

## Monthly Inventory Participation Report (MIPR) Coversheet



### Instructions

Complete and submit the MIPR Coversheet and MIPR by the 1<sup>st</sup> of the month. If the 1<sup>st</sup> 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](mailto: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:

LEAVE BLANK

Individuals Served:

### Monthly Household Distribution Totals (Duplicated):

Households Served:

Total # of HH's This Month

Individuals Served:

Total # of Individuals This

From Link2Feed report total all entries for this month

### Congregate Feeders:

Congregate Meals Served:

If you served prepared meals, enter the total # of meals served here

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

Signature:

Printed Name:

Sign, Print, and Date MIPR

Date:

### Definitions:

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

"Unique": Individuals or households are only counted once per month, even if they visit multiple times.

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

If you have any EFB's or LFB's that you distributed this month, put the inventory numbers here.

this form.

Agency Name: \_\_\_\_\_

Reporting Month/Year: \_\_\_\_\_

In stock at the beginning of the month _____ Received this month _____ Distributed this month _____ Losses (if any) _____ Remaining end of month count _____ List reason(s) for <u>any</u> losses: _____ <p style="color: red; font-weight: bold;">NOTE: Commodity losses are items that have gone missing or were stolen</p>	In stock at the beginning of the month _____ Received this month _____ Distributed this month _____ Losses (if any) _____ Remaining end of month count _____ List reason(s) for <u>any</u> losses: _____ <p style="background-color: yellow; text-align: center;">Count # of EFB's and/or LFB's leftover after distribution &amp; fill in</p>
---	---

A "Mass Click Agency" may not store food, select "no" for bulk items leftover last month

### 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: \_\_\_\_\_

**Items Listed in Bulk Commodities Sheet:**

Get all current month's invoice(s) out and write down

ALL Bulk TEFAP commodities received this month. See invoice below as example

### BULK COMMODITIES

(Includes commodities on-hand from prior month. List oldest first.)

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				

You should not have any "Cases Remaining" since you may not store food. All cases "received" should be "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"

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			
DD14227	TEFAP Pistachio Roasted in Shell 12	Case	1,680	70			
DD13256	TEFAP Walnuts 24/1 Lb	Case	744	31			
DD10112	TEFAP Rice Long Grain 30/2 Lb	Case	854	14			
DD10112	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 and email to [agencyreporting@stmarysfoodbank.org](mailto:agencyreporting@stmarysfoodbank.org)