



## Assign Food Package: Categories B or N

1. Enter Participant number in the Participant Or Family # field

2. Check participant Status
  - To be able to Assign a Food Package the participant must be in ACT or Temp status

**Client:**

**Status:**  
ACT

3. Click on Assign Food Package

>> **Participant Summary**  
>> Nutrition Assessment  
>> Certification  
>> **Assign Food Package**   
>> Nutrition Education  
>> Participant Care Plan

4. Click on Assign Food Package button

5. Next click the add button

**Food Packages: Issue Food Packages**

The following food packages will be issued to this participant:

Month	From	To	Package
1	4/1/2015	4/30/2015	<input type="button" value="ADD"/>
2	5/1/2015	5/31/2015	
3	6/1/2015	6/30/2015	

6. Assign Food Package modal view:

**Food Packages: Assign Food Package**

Here you will assign a food package for one or more months.

How many months do you want to assign this food package?

- 1
- 2
- 3

MD Doc Status:

RD Approval

BF%:

The BF% dropdown box will only display for category B

If you know the Food Package ID, enter it here:

or answer the following questions:

What type of milk would you like?

- Gallon
- Quarts
- Half Gallon
- Evaporated
- Powdered

Would you like cheese?

- One (1) Pound of Cheese

Matching Food Packages:

- 7110 7110 7110 : MILK - 1 CHEESE
- 7111 7111 7111 : MILK - 2 CHEESE
- 7120 7120 7120 : MILK 1/2 GAL 1 CHEESE



7. Select the number of months to assign

How many months do you want to assign this food package?

- 1
- 2
- 3

8. If the participant has an MD Doc

- Select from dropdown if MD Doc is Written or Verbal

MD Doc Status: None ▼  
None  
Written  
Verbal

9. MD Doc Verbal or Written view

10. **NOTE:** MD Doc status and RD Approval box should be selected if participant needs to receive a medical package

MD Doc Status: Verbal ▼ Expiration Date:

MD Doc Status: Written ▼ Expiration Date:

11. Select if participant has RD Approval

RD Approval

12. Select the BF% from the dropdown

BF%: Please Select ▼  
Please Select  
0% BF = 100% Formula  
25% BF = 75% Formula  
50% BF = 50% Formula  
75% BF = 25% Formula  
100% BF = 0% Formula

The BF% dropdown box will only display for category B

13. Enter the Food Package ID if known

If you know the Food Package ID, enter it here:



14. If food package is unknown answer questions (will display all FP with same criteria)

What type of milk would you like?

Gallon

Half Gallon

Quarts

Evaporated

Powdered

Would you like cheese?

One (1) Pound of Cheese

15. Select a Food package to assign

Matching Food Packages:

- 5110 5110 5110 : MILK - 0 CHEESE
- 5111 5111 5111 : MILK - 1 CHEESE
- 5120 5120 5120 : MILK 1/2 GAL 0 CHEESE
- 5121 5121 5121 : MILK 1/2 GAL 1 CHEESE
- 5130 5130 5130 : MILK QUARTS 0 CHEESE
- 5131 5131 5131 : MILK QUARTS 1 CHEESE
- 5150 5150 5150 : EVAPORATE MILK 0 CHEESE
- 5151 5151 5151 : EVAPORATE MILK 1 CHEESE
- 5190 5190 5190 : POWDER MILK 0 CHEESE
- 5191 5191 5191 : POWDER MILK 1 CHEESE

16. Assign/Cancel buttons:

- Click on Assign to assign the food package
- Click on Cancel to cancel the transaction



## 17. Food Package Add/Remove/Change

- Click on the Add button to Add a month of food packages
- Click on the Remove button to Remove that months food package
- Click on the Change button to change the food package

Month	From	To	Package			
1	9/1/2012	9/30/2012	5200	ADD	REMOVE	CHANGE
2	10/1/2012	10/31/2012		ADD		

## 18. Save/Cancel buttons:

- Click on Save to save the selected food packages
- Click on Cancel to cancel the transaction



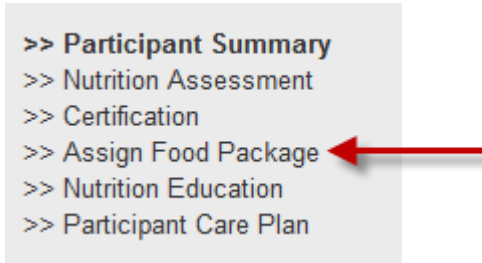
## 19. A success message will display if Assigning the Food Package(s) was successful



## 20. Print the Food Packages

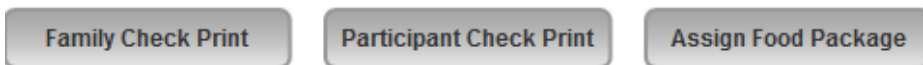
## Reassign Food Package(s)

1. Click on Assign Food Package



2. Food Package: Issuance History view

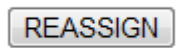
### Food Package: Issuance History



The following Food Packages have been issued to this participant:

From	To	Printed Date	Package Description	
09/01/2012	09/30/2012		5110	REASSIGN
08/09/2012	08/31/2012		5110	

3. Click on the Reassign button



4. Select how many months to be assigned

### How many months do you want to assign?

- 1  
 2  
 3

5. Next/Cancel button

- Click on the Next button to continue to next page
- Click on the Cancel button to cancel actions



## 6. Food Packages: Issue Food Packages view

**Food Packages: Issue Food Packages**

The following food packages will be issued to this participant:

Month	From	To	Package			
<b>1</b>	10/1/2012	10/31/2012	5110	ADD	CHANGE	
<b>2</b>	11/1/2012	11/30/2012	5110	ADD	CHANGE	
<b>3</b>	12/1/2012	12/31/2012	5110	ADD	REMOVE	CHANGE

## 7. Save/Cancel buttons:

- Click on Save to save the assigned food packages
- Click on Cancel to cancel the transaction

