



Assign Food Package: Category C


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 link

>> 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

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

or answer the following questions:

What type of milk (whole) would you like?

Evaporated
 Gallon
 Quarts
 Half Gallon

Would you like cheese?

One (1) Pound of Cheese

Would you like peanut butter or dried beans, peas or lentils?

Matching Food Packages:

4150 4150 4150 : EVAPORATED MILK 0 CHEESE -BEAN
 4151 4151 4151 : EVAPORATED MILK 1 CHEESE -BEAN
 4155 4155 4155 : EVAPORATED MILK 0 CHEESE - PB



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:

9. MD Doc Verbal or Written view

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

MD Doc Status: Expiration Date:

MD Doc Status: Expiration Date:

10. Select if participant has RD Approval

RD Approval

11. Enter the Food Package ID if known

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

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

What type of milk (whole) would you like?
 Evaporated
 Gallon
 Quarts
 Half Gallon

Would you like cheese?
 One (1) Pound of Cheese

Would you like peanut butter or dried beans, peas or lentils?



13. Select a Food package to assign

Matching Food Packages:

- 4150 4150 4150 : EVAPORATED MILK 0 CHEESE -BEAN
- 4151 4151 4151 : EVAPORATED MILK 1 CHEESE -BEAN
- 4155 4155 4155 : EVAPORATED MILK 0 CHEESE - PB
- 4156 4156 4156 : EVAPORATED MILK 1 CHEESE - PB
- 4190 4190 4190 : POWDER MILK 0 CHEESE - BEAN
- 4191 4191 4191 : POWDER MILK 1 CHEESE - BEAN
- 4195 4195 4195 : POWDER MILK 0 CHEESE - PEANUTB
- 4196 4196 4196 : POWDER MILK 1 CHEESE - PEANUTB
- 4W110 4W110 4W110 : WHOLE MILK 0 CHEESE, BEANS
- 4W111 4W111 4W111 : WHOLE MILK 1 CHEESE, BEANS

14. Assign/Cancel buttons:

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



15. 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	10/1/2012	10/31/2012	4W115	ADD	REMOVE	CHANGE
2	11/1/2012	11/30/2012		ADD		

16. Save/Cancel buttons:

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



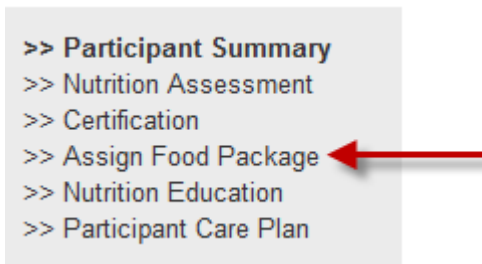
17. A success message will display if Assigning the Food Package(s) was successful



18. Print Food Packages

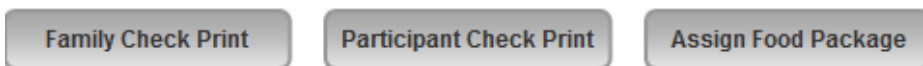
Reassign Food Package(s)

1. Click on Assign Food Package



2. Food Package: Issuance History view

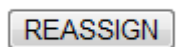
Food Package: Issuance History



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		
1	7/1/2015	7/31/2015	4115	ADD	CHANGE
2	8/1/2015	8/31/2015	4115	ADD	CHANGE
3	9/1/2015	9/30/2015	4115	ADD	REMOVE CHANGE

SAVE CANCEL

7. Save/Cancel buttons:

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

