



## Assign Food Package: Category P


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

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

or answer the following questions:

What type of milk would you like?

- Gallon
- Half Gallon
- Quarts
- Evaporated
- Powdered

Would you like cheese?

- One (1) Pound of Cheese

Matching Food Packages:

- 5110 5110 5110 : MILK - 0 CHEESE
- 5111 5111 5111 : MILK - 1 CHEESE
- 5120 5120 5120 : MILK 1/2 GAL 0 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:

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:

- 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

## 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

## Food Packages: Issue Food Packages

The following food packages will be issued to this participant:

Month	From	To	Package			
1	11/1/2012	11/30/2012	5241	ADD	REMOVE	CHANGE
2	12/1/2012	12/31/2012		ADD		

## 16. Save/Cancel buttons:

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



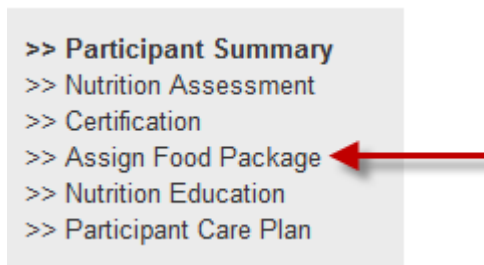
## 17. A success message will display if Assigning the Food Package(s) was successful

**Successfully Assigned Food Package(s) to**

## 18. Print the Food Packages

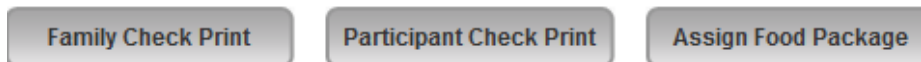
## Reassign Food Package(s)

## 1. Click on Assign Food Package



## 2. Food Package: Issuance History view

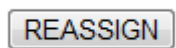
### Food Package: Issuance History



*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			
1	10/1/2012	10/31/2012	5110	ADD	CHANGE	
2	11/1/2012	11/30/2012	5110	ADD	CHANGE	
3	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

