Reassign Food Package(s)

1. Click on Assign Food Package

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

2. Food Package: Issuance History view

   Food Package: Issuance History

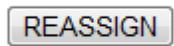 | Family Check Print | Participant Check Print | Assign Food Package |
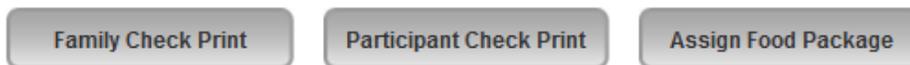
   The following Food Packages have been issued to this participant:

From	To	Printed Date	Package Description	
09/01/2012	09/30/2012		5200	REASSIGN

3. Click on the Reassign button

   REASSIGN

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

   NEXT   CANCEL

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	5200	ADD	CHANGE
2	11/1/2012	11/30/2012	5200	ADD	CHANGE
3	12/1/2012	12/31/2012	5200	ADD REMOVE	CHANGE

7. These options appear for each month. Clicking these buttons will take you back to the Assign Food Package modal view

[ADD] [REMOVE] [CHANGE]
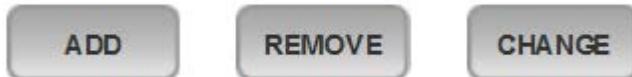
- You can use the add button to add a package to the existing package. I you are trying to add a package and no packages are available you cannot add a package.
- Remove will delete the existing package
- Change will remove the current package for that month and allow you to choose another.

8. Save/Cancel buttons:
   - Click on Save to save the assigned food packages
   - Click on Cancel to cancel the transaction

[SAVE] [CANCEL]