Client Check-In and Intake - TEFAP Pantry

Client Enters:

Does Client have a card?

YES / **NO**

Is there a red banner dated within the last 12 months in the client's Link2Feed profile?

Search for client in Link2Feed by name or DOB. Is client in the system?

YES / **NO**

YES / **NO**

Check client in on Link2Feed

Fill out TEFAP form ONLY and check client into Link2Feed

Fill out all paperwork - 1 TEFAP form and 1 intake page per house-hold member

Add TEFAP note to existing client profile

Enter new client info into Link2Feed system. Remember to check in and add TEFAP note.

ENDING HUNGER
ALL FAITHS FOOD BANK