

Link2Feed TEFAP Certification and Services Log



Updated 06/29/2023

TEFAP Program Notes

There are two ways to qualify for TEFAP:

- Household size and monthly income
 - As Oklahoma is a self-declare state, you **cannot** ask for any proof of income
 - The annual income guidelines are automatically updated in the system
- Enrollment in other social programs
 - Clients who receive programs such as SNAP, TANF, or WIC will automatically qualify

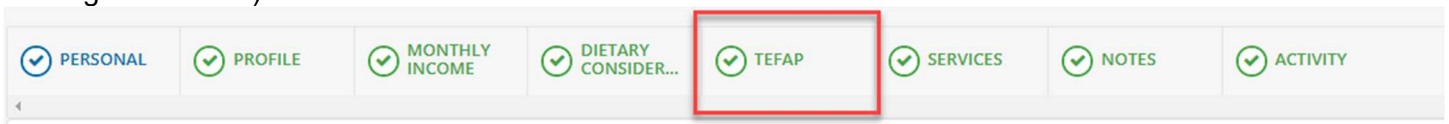
Certification and recertification happen annually every July, and eligibility should be confirmed on each visit. You do **not** need to review the entire profile but **confirm that there have not been any changes in the client's address, household size, or income**. If any changes to their profile change their eligibility, you will need to update their certification in the system to reflect the change. This will be required in order to record a TEFAP Assistance in the Services Tab.

The TEFAP certification in Link2Feed completely replaces the paper forms for certification and the daily log. Any changes in the TEFAP program, including acceptable forms of signatures, will be communicated to you through the Regional Food Bank.

How to Certify or Recertify

Every TEFAP client must have a full profile within Link2Feed, as the TEFAP certification tab will “read” the client profile to determine their eligibility.

To begin initial certification, click on the “TEFAP” tab. (Recertification will prompt a profile review prior to clicking on this tab.)



At the top of this page, there is a listing to add a proxy. For anyone outside of the household to pick up TEFAP products on behalf of the qualified household, they **must** be listed here. To add a proxy – or someone who may pick up on behalf of the eligible household – click the “Add Proxy Signatory” button.

Proxy Signatories



This will open an option to record the name and phone number of the proxy. The phone number is optional.

Proxy Signatories

* Name	Phone
<input type="text" value="Frodo Baggins"/>	<input type="text" value="(555) 555-5555"/>
<input type="button" value="Add a Proxy Signatory"/>	

A client may have up to **3** proxies listed on their account at one time. To remove a proxy from the account, click the trash can icon to the far right of their name.

Near the bottom of this TEFAP tab, there is the eligibility criteria chart. The system will populate this chart based off of the profile information entered for the client. Again, be sure to keep your client's profile up to date. This chart will notify you of any changes, as well as if the client qualifies for the program.

There are two ways to qualify for TEFAP: state, which is address, household size and income, or social programs such as SNAP.

Depending on how the client qualifies for the program, the chart may have either a mix of yellow and green, or all green. Green indicates that the client qualifies, and yellow indicates they do not qualify.

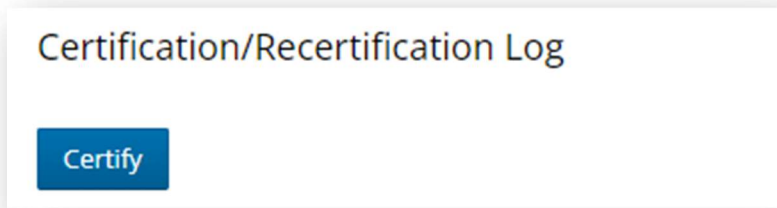
If the client is ineligible, the entire chart will be yellow.

Eligibility Criteria [Save Changes to update criteria](#)

Eligibility by State	Yes
Social Program Eligibility	<input type="checkbox"/> SNAP / Food Stamps
Household Size	Monthly Income
1	2147
2	2903
3	3660
4	4417
5	5173
6	5930
7	6671
8	7443
Each additional household member	756

This chart is kept up to date with the annual guidelines; if you have any questions regarding eligibility, please contact RFBO.

If a client is eligible, click the “Certify” button to finish their certification.
If a client has already been certified, this button will instead say “Recertify.”
If the client is ineligible, the “Certify” button will not be clickable.



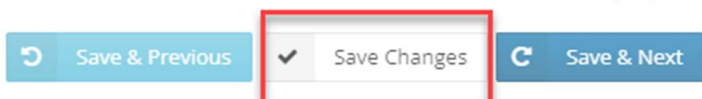
Clicking Certify (or Recertify) will open a pop-up window to display the non-discrimination statement and collect client acknowledgement. The language in this window is the same as the paperwork clients used to sign.

A screenshot of a web browser window titled "Certify". The main content area is titled "Client eSignature" and contains a disclaimer and a signature form. The disclaimer text includes: "Require TEFAP profiles to be reviewed in full at set increments and sign off on a disclaimer.", "Check the box if using, then copy and paste your state's client certification/recertification in disclaimer in the box provided.", "I certify that the total gross income for my household is at or below the gross income guidelines. I declare that I have not received USDA Foods/TEFAP within the past 30 days.", and a paragraph about non-discrimination. The signature form on the right has a red border and includes: "Signature Type" (dropdown menu with "Sign On Screen" selected), "Signatory" (dropdown menu with "Kara Stewart" selected), "Client Signature" (button labeled "Open Signature Canvas"), and "Date" (text input field with "02-10-2022" entered). At the bottom of the window are three buttons: "Save & Previous", "Save Changes" (highlighted with a red box), and "Save & Next".

- On the right, you may record the client signature. Under “Signature Type,” you may choose between:
- **Sign On Screen** – This records the signature electronically by opening the signature canvas; clients may sign by holding down the left mouse button, or by using a stylus on a touch screen device.
 - **Hard Copy Signature** – This option notates that the client has signed the traditional paperwork. For this option, be sure to modify the date to the date the client signed the paper.
 - **Scriptel e-Signature Pad** – This option allows the system to collect the signature via the provided signature pad.
 - **Verbal Consent** – This option has been approved by DHS to continue indefinitely. You will be notified if/when this option is removed.

Under “Signatory,” choose either the client or the appropriate proxy if they are completing certification or extension for the client. The date will default to today’s date. If the client has signed hard-copy paperwork, please update the date to reflect the date they signed the hard-copy. You will also need to keep the hard copies for a period of 4 years.

When finished, click “Save.” This will refresh the page.



As the page refreshes, it will take you back to the top of the TEFAP tab. The system will keep a record of certification and extensions, as well as the date each was completed and the option to view the signature within the system.







Certification/Recertification Log

Certification 12-16-2021 View Signature  

At the top of the client profile, a banner will now appear to notate the client is certified. This banner will change color:

- **Purple** – The client has a current certification.
- **Yellow** – The client is within 60 days of extension.
- **Red** – The client is within 30 days (or after) of extension.


TEFAP Recertification Date: 07-01-2022

 PERSONAL	 PROFILE	 MONTHLY INCOME	 DIETARY CONSIDER...	 CSFP	 TEFAP
--	---	--	---	--	---

How to Record a TEFAP Service


To record a client receiving their USDA commodities, click on the “Services” tab.

This page will provide you with a summary description of the household, including a breakdown by age of the household members associated with the head of household. This screen also shows eligibility programs such as SNAP, TEFAP or CSFP, and any dietary considerations.

Services Stewart, Kara  3322807

[See Client in View Mode](#)

Household Summary	
Household Size	3
Adults (18-59)	1
Seniors (60+)	1
Children (0-17)	1

Eligible Programs
 TEFAP/USDA Food Pantry Assistance

Dietary Considerations

Beneath this summary, there are blue buttons to click on which is how you will record food assistance. As you are distributing USDA foods, you **only** need to click the TEFAP/USDA Assistance button.

The button options you have will vary based on what your agency is able to provide as well as what the client is qualified to receive. If the client is eligible and has been certified, the button will be blue and notate “Eligible,” their status, and the agency they are certified to pick up from. If the button is greyed out and says “Ineligible,” they either do not have a certification on file, or they do not qualify.

New TEFAP/USDA Food Pantry Assistance  Eligible	New Food Pantry Assistance	Last Profile Review May 5th — 55 days ago <input checked="" type="checkbox"/> Review Profile On Next Visit
New Other Services/Referrals Provided 		Last Visit to Agency No activity has been recorded for this client.

For TEFAP/USDA Food Pantry Assistance, please click the “New TEFAP/USDA Food Pantry Assistance” button to record that the client is receiving USDA commodities that visit. This will open a new window with the same client household summary listed at the top.

- For the date, the system will default to today’s date. Next to that, you **may** enter the number of bags/boxes a client received on this visit (this is **not required** to be completed).
- Below that, the **members of the household** will populate as receiving assistance this visit by default.
- The next section is a space available for you to track food specifics such as emergency assistance, homeless assistance, or home delivery. This is **not required**.
- At the bottom of the TEFAP visit screen, there is an additional area for the client to sign for receipt of USDA foods. This may be captured via verbal consent, electronically sign on screen (using a touchscreen or a mouse), or by a Scriptel e-signature pad.
 - Either the client or the appropriate proxy may sign for receipt of the USDA foods.
 - Note: This replaces the hard-copy paper log that your agency used previously to record USDA commodities, although there is still the option to retain hard-copy paper signatures. If you **do not** have your client sign electronically, you **must** keep your paper records for at least four years.
- Once set, please scroll to the bottom of the screen and hit save.

Household Summary
🗨

Household Size	3	
Adults (18-59)	1	
Seniors (60+)	1	
Children (0-17)	1	

Eligible Programs

✔ TEFAP/USDA Food Pantry Assistance

Dietary Considerations

General Visit Details
🗨

* Date # of bags/boxes

📅 06-29-2023 0

Who from the household is receiving services for this visit?

Select All
De-select All
🗨

Kara Stewart eli stewart john james fake name smith

Food Provided
🗨

Foods Provided

0 Bread	0 Disaster Assistance	0 Emergency Box Assistance	0 Holiday Distribution
0 Home Delivery	0 Homeless Assistance	0 Produce / Perishables	

Provide details of other Food Items supplied on this visit

Client eSignature
🗨

Disclaimer

I certify that my weekly or monthly household income is at or below the income limits for households with the same number of people as my household. I also certify that, as of today, my household lives in Oklahoma. This certification is being made in connection with the receipt of Federal assistance. I understand that making a false statement may subject me to criminal prosecution under State and Federal law.

* Signature Type

Verbal Consent

* Signatory

Kara Stewart

* Date

06-29-2023

Cancel
Save

This will return you to the “Services” tab. At the bottom of this page, you will now see a record of service, including the date, organization recording service, type of service, and any additional details. This record is for the client’s entire assistance history with your organization.