

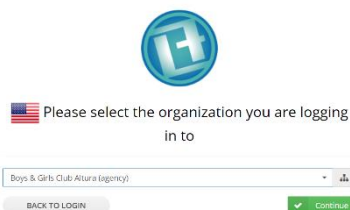
## Recording CACFP -School Year Meals in Link2Feed

1. Sign into Link2Feed  
<https://accounts.link2feed.com/>



The screenshot shows the Link2Feed login portal. At the top is the Link2Feed logo (a blue circle with a white cross). Below it is the text "Login to the Portal" with a small American flag icon. There are two input fields: "Email" and "Password". Below the "Email" field is a blue button that says "FORGOT MY PASSWORD". Below the "Password" field is a blue button that says "LOG IN".

2. Select appropriate organization from the drop down list (if applicable)



The screenshot shows the organization selection screen. At the top is the Link2Feed logo. Below it is the text "Please select the organization you are logging in to" with a small American flag icon. There is a dropdown menu with "Boys & Girls Club (Acura Agency)" selected. Below the dropdown are two buttons: "BACK TO LOGIN" and "Continue".

3. Select the CACFP & SFSP Application



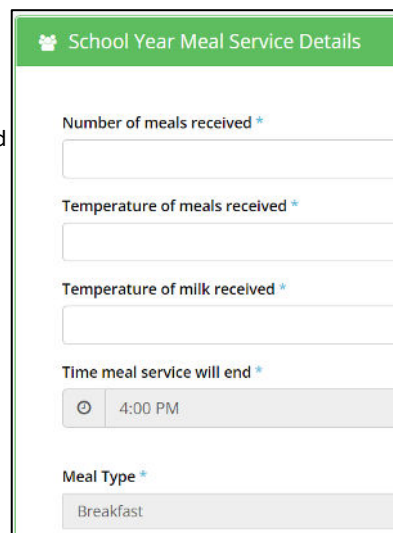
The screenshot shows the CACFP & SFSP application selection screen. At the top is a fork and plate icon. Below it is the text "CACFP & SFSP". There are three bullet points: "Fully mobile paperless point of service tool for sites", "Automates compliance, claims reporting and audits", and "Special features for CACFP-ARAS and SFSP providers". Below the bullet points is a button that says "Open".

4. Select School Year- Start a new Meal Service



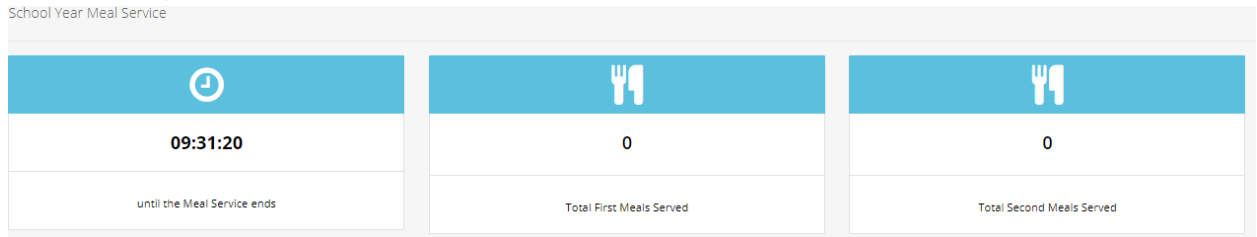
The screenshot shows a blue button with the text "School Year" in large white font and "Start a new Meal Service" in smaller white font below it. There is a small Link2Feed logo icon to the right of the text.

5. Fill out School Year Meal Service Details
  - a. **Number of meals received** for this particular meal service  
\*If you receive multiple days' worth of meals at once, this number should just be the meals received for this particular meal service.\*
  - b. Temperature of meals received
  - c. Temperature of milk received
6. Record signature on Civil Rights Statement
7. Select Start Meal Service 



The screenshot shows the "School Year Meal Service Details" form. The form has a green header with a gear icon and the text "School Year Meal Service Details". There are five input fields: "Number of meals received \*", "Temperature of meals received \*", "Temperature of milk received \*", "Time meal service will end \*", and "Meal Type \*". The "Time meal service will end \*" field has a clock icon and the value "4:00 PM". The "Meal Type \*" field has the value "Breakfast".


- At the top, there will be a count down clock of time until meal service ends, total number of first meals served, and total number of second meals served.



When a student receives food, locate their name on the Participant List.






Clicking once on a students' name, will indicate that the student received one meal. The line will turn green.

Clicking again on a student's name, will indicate that the student received a second meal. The line will turn orange.

If you need to subtract a meal received, click the  symbol on the right-hand side.

Students' names can be searched using the Search field on the top left of the Participant List.

Legend:  0 meals  Attended no meals  1 meal  2 meals

Last Name	First Name	# of Meals	
Adelman	Amy	0	
Brown	Bobby	0	
Darby	Daniel	1	
Elster	Elizabeth	0	
Fillmore	Fred	2	

- Repeat Step 8 until all of the students that received food are highlighted with either green (1 meal) or orange (2 meals).

***If a student's name is not listed...***

Click Add a Participant in the upper right hand corner 

- First Name
- Last Name
- Status: Active

The newly added student will now be in the Participant List moving forward.

- When all the meals have been distributed, or the meal service time has ended, scroll down to the bottom of the page.

Indicate how many Additional Children Requesting Meals, how many Total Damaged Meals, and any Eligible Carry Over Meals\*.

**\*Eligible Carry Over Meals are any meals that were not distributed today that can be served at the next meal service. The count of these meals will automatically be added to the next distribution's total number to distribute.**

If there are any notes or comments from the meal service, indicate that as well.

Additional Children Requesting Meal	Total Damaged Meal	Eligible Carry Over Meals
<b>0</b>	<b>0</b>	<b>0</b>
+	+	+
-	-	-

Notes or comments for ending the meal service.

[End Meal Service](#)

*Every meal that was marked as delivered should be accounted for within the meal service page. Either being distributed directly to a participant, marked as damaged, or eligible for carry over.*

*For example, if 20 meals were delivered and 15 were marked as distributed to students, 5 meals need to be indicated in Eligible Carry Over (or Damaged) so that any eligible carry over can be accounted for at the next distribution..*

11. Click End Meal Service [End Meal Service](#)
12. Confirm that you would like to end the meal service

Are you sure you want to end this meal service for everyone?

[OK](#) [Cancel](#)

13. Click Okay

The meal service has ended.

[OK](#)

14. A summary of the meal service will appear. This page can be exported if needed.

The meal service has ended.

School Year Meal Service

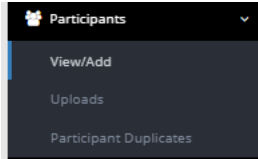
Meal Service Details [Export](#)

## Participant List

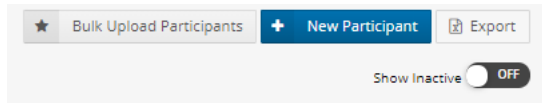
Participants can be bulk uploaded or entered individually.


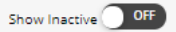


### View/Add Participant List

1. Participants-> View/Add



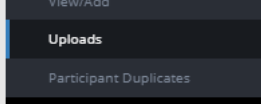
2. Here, a list of all Participants is visible. There is a Search bar at the top to search for individual Children's names.
3. In the top tool bar, there are options to Bulk Upload Participants, Add a New Participant, or Export the list of Participants. Inactive participants can be viewed by sliding the Show Inactive Toggle to ON.



4. To add a New Participant, select New Participant.
  - a. Complete First Name, Last Name, and Status
  - b. Click Save
5. To mark a client as Inactive, simply click on the Green Active button . The Participant will no longer appear in the list of Active participants. To view the Inactive participants, select the ON toggle for Show Inactive . To reactivate an inactive client, click on the grey Inactive button, and they will become activated again  -> 

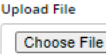

**Participants from last school year will still appear in your client list and may need to be inactivated.**

### Bulk Upload

1. Participants -> Uploads
  2. Bulk Upload Participants
- 
3. Create a Microsoft Excel sheet using the following format
    - a. First Name
    - b. Last Name
    - c. DOB (MM-DD-YYYY)
    - d. Participant Type (Child)
    - e. Status (Active/Inactive)

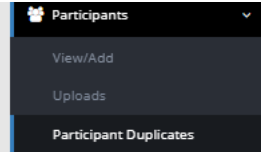
Sample excel file or CSV file should contain:

First Name	(Optional) Middle Name	Last Name	DOB (MM-DD-YYYY or YYYY-MM-DD)	Participant Type	(Optional) Lunch Type	Status
Talulah	Elizabeth	McKay	2001-01-01	Child	Free Lunch	Active
Mary		Park	01-01-1999	Child	Paid Lunch	Inactive
John		Doe	1991-01-04	Child		Active

4. Save as an .xlsx file
5. Click Upload File
  - a. Choose File  No file chosen
6. Click Upload 
7. The Participant's names will now be visible when recording a Meal Service.

## Participant Duplicates

1. If participant duplicates are created, visit:



2. Merge one client's profile into the other by selecting Merge. If it is not a duplicate, select Dismiss

System ID	First Name	Last Name	Date of Birth		
5529	Amy	Adelman		Merge	
5420	Amy	Adelman	01-01-2011	Merge	Dismiss

3. When Merge is selected, Link2Feed will confirm that the two profile's visits will be combined. If correct, click Merge and Save. If incorrect, dismiss the duplicate.

Merge Options

**Merged Maintained Profile**

**System ID**  
5529

**Participant Type**  
Child

**First Name**  
Amy

**Last Name**  
Adelman

**Lunch Type**

**Status**  
Active

**School Year Meals**

Date	Meals consumed	Location
This participant hasn't recorded any School Year Meal Services.		

**Discarded participant's meal service to be merged**

Date	Meals consumed	Location
00-01-2021	1	Boys & Girls Club Teen
01-01-2021	2	Boys & Girls Club Teen
01-12-2021	1	Boys & Girls Club Teen
01-11-2021	1	Boys & Girls Club Teen

4. The duplicate has now been addressed and you can return to the Participant List.