

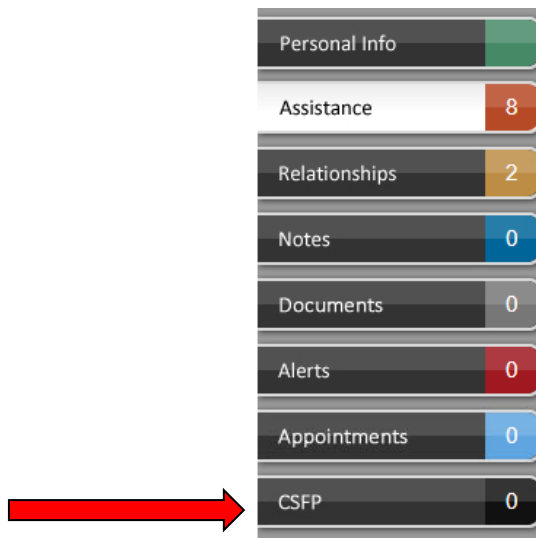
Enrolling participant in CSFP (Senior Basket) In W5

Once someone who is over the age of 60 is enrolled into W5, the system will automatically recognize that the participant is eligible to participate in our Senior Program. The following banner will be displayed alerting that this participant has never been certified for CSFP:

ATTENTION: CSFP CERTIFICATION IS DUE!
Never Certified

To enroll participants, follow these steps:

1. Click on CSFP on the bottom right of the screen.



2. Click on “Add your first csfp form”

[Add your first csfp form](#)

Within this tab you can create and view all csfp forms for Veronica. In addition, you can view csfp forms for anyone related to or living with Veronica.

3. Fill out CSFP Application - Info form

CSFP Application – Info

Info

Application Type *

Client has signed Release of Information *

No

Unknown

Yes

Site Name *

Status of Application *

Active

Inactive

Primary Language *

Spanish

Number of Household Members * 3

Qualifying Household Members

	Homebound
No entered	

[ADD](#)

This application is being completed in connection with the receipt of Federal assistance. *

No

Yes

Certify Income *

I certify under penalty of perjury that my household income for the past 30 days does not exceed the Commodity Supplemental Food Program (CSFP) posted monthly guidelines, or for the past twelve months does not exceed the annual guidelines and that the number listed for my household size is true and correct. Commodities are for my personal home use, not to be sold, traded, or given away.

No

Yes

Notes

- A. Application Type: **New Enrollment**
 - B. Client has signed Release of Information: **Yes**
 - C. Site Name: **Select if not populated**
 - D. Status of Application: **Active**
 - E. The application has been completed in connection with the receipt of Federal Assistance: **Yes**
 - F. Certify Income: **Yes**
4. Click on “ADD” under Qualifying Household Members

Qualifying Household Members

Homebound
No entered



5. Select (self) participants name and anyone else that is over the age of 60 and is eligible for CSFP like a spouse.



Add Veronica [redacted] (Self)
Add New

6. When you add click, the following needs to be completed. This is an important step to follow or else the participant will not be enrolled in CSFP. Please do not skip this step or leave blank.

Number of Boxes to Issue *

Age Verification Type of ID *

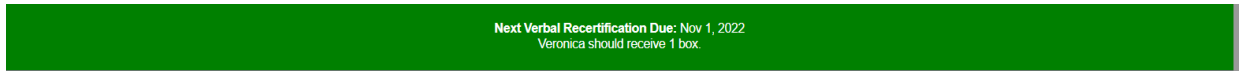
- A. Number of Boxes Issue: **1**
- B. Age Verification Type of ID: **Select appropriate from dropdown arrow.**
- C. Homebound: **Yes or No**

Homebound *

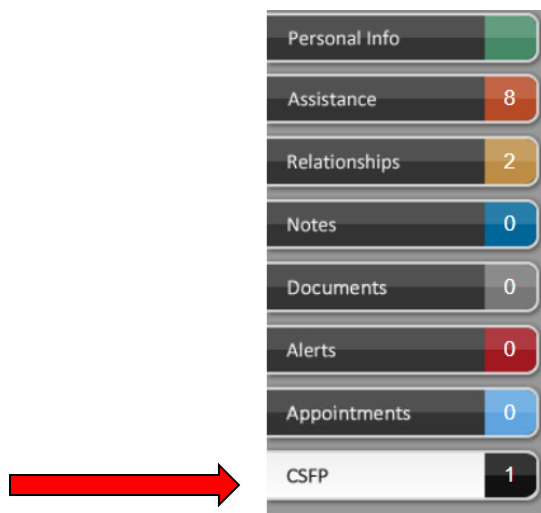
No

Yes

7. Click on save and close on the bottom left corner and the original red banner should now be green and should say “John should receive 1 box”. If it only has the name but doesn’t say “John should receive 1 box”, it means step number 4 above was not completed.



8. On the bottom right hand corner under the CSFP tab, you should see a “1”, meaning this participant has one CSFP form created.



9. The participant is now eligible to receive a senior box once per month.

10. If a participant is eligible for a senior box (CSFP) the following will be displayed when the card gets scanned:

Barcode Mode

Open this window whenever a barcode is scanned AVAILABLE BARCODES

Anatoli [REDACTED] VIEW CASE

[REDACTED] **DOB:** [REDACTED]
Living in Household: 2
Date of Last Assistance: Feb. 5, 2022

Site Name — Fulton Day Labor Center
Proxy 1 —
Proxy 2 —
Number of Household Members — 2
Number of Children — 0

CSFP Application Site: Fulton Day Labor Center

One Year Verbal Recertification Date: Oct. 5, 2021, 11:15 a.m.
Anatoli should receive 1 box.

Case ID: [REDACTED]
No notes
ADD NOTE +

SCAN ASSISTANCE BARCODE

CANCEL

In the example above, one person is eligible for a senior box. If the participant has already received a senior box for the month, the following will be displayed: The CSFP alert on the bottom of the screen indicates that this household has already received a senior box, so therefore, do not issue a senior box to this participant.

Barcode Mode

Open this window whenever a barcode is scanned

[AVAILABLE BARCODES](#)

Silvia [REDACTED]

[VIEW CASE](#)

DOB: [REDACTED]

Living in Household: 5

Date of Last Assistance: March 23, 2022

Site Name — Shiloh Neighborhood

Church

Proxy 1 — [REDACTED]

Proxy 2 — [REDACTED]

Number of Household Members — 5

Number of Children — 0

Number of Children Needed Diapers —

None

CSFP Application Site: Shiloh Neighborhood Church

Next Verbal Recertification Due: Feb 1, 2023
Silvia should receive 1 box.

CSFP Alert

This household has already received CSFP this month.

Case ID: 60384

No notes

ADD NOTE



The CSFP alert on the bottom of the screen indicates that this household has already received a senior box, so therefore, do not issue a senior box to this participant.

If there are two eligible participants for a senior box (CSFP), the following would be displayed

Barcode Mode

Open this window whenever a barcode is scanned [AVAILABLE BARCODES](#)

Virginia [REDACTED] VIEW CASE

[REDACTED] **DOB:** [REDACTED]
Living in Household: 2
Date of Last Assistance: Feb. 15, 2022

Site Name — Fulton Day Labor Center
Proxy 1 — [REDACTED]
Proxy 2 — [REDACTED]
Number of Household Members — 5
Number of Children — 0

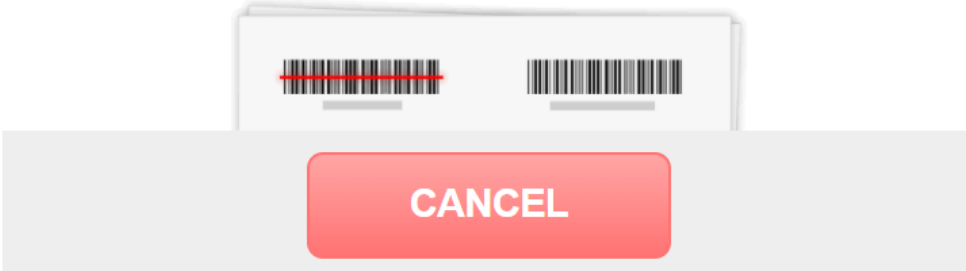
CSFP Application Site: Fulton Day Labor Center

One Year Verbal Recertification Date: Feb. 15, 2022, 10:58 a.m.
Virginia [REDACTED] should receive 1 box.
Emilio should receive 1 box.

Case ID: [REDACTED]
No notes

ADD NOTE +

SCAN ASSISTANCE BARCODE



The image shows a barcode scanner interface. At the top, there are two barcodes on a white box. Below the barcodes is a large red button with the word "CANCEL" in white capital letters.

In the image above, you can see a couple who are both eligible to receive the senior box as they do not have the CSFP alert. You can select available barcodes and give assistance. Depending on your organization, you can select to give assistance twice to the same person and then go back and clean up your report. The easiest way would be to give assistance to each participant so your report is clean and good at that point. Once you have selected the assistance you want to provide, please make sure to click “confirm assistance” in order for the system to process and issue the assistance.