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:

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

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

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.

A. Number of Boxes Issue: 1

B. Age Verification Type of ID: Select appropriate from dropdown arrow.

C. Homebound: Yes or No
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:

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.
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

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.