

## Link2Feed Overview

### **What is the goal?**

Link2Feed is the statewide reporting and data tracking network that the Department of Economic Security has mandated as a requirement in order to receive and distribute food from The Emergency Food Assistance Program, or TEFAP.

The goal of Link2Feed is for every food bank client to have a profile in the network, which is now shared statewide by all food banks and food pantries in Arizona. Client check-ins should be recorded through individual profiles at every visit. Since profiles are network-wide, many of your clients likely already have a profile.

### **What information do I need for client profiles?**

The most basic requirements for TEFAP are name, address, household members, birthdate, and the amount of food provided (box number). Other details in the profile are optional, and are not required responses. However, complete profiles are encouraged whenever possible.

### **What are the steps?**

- 1) Read the materials and watch the training videos
- 2) Play, practice, and learn on the practice site using the following credentials:

Link: [https://test-accounts.link2feed.com/users/sign\\_in](https://test-accounts.link2feed.com/users/sign_in)

Username: agencytest@link2feed.com

Password: Feeding123! (*case sensitive*)

- 3) Collect client applications, or have verbal interviews to create profiles on the live site
  - a. Remember to double check if a client profile already exists before creating a new one
- 4) Record visits when TEFAP food is provided

### **Where do I start?**

For further details and demonstration, please view the training video playlist:

[https://www.youtube.com/playlist?list=PL\\_KSUwsTTQFm3-hunYQ57UA\\_La\\_-FBSk](https://www.youtube.com/playlist?list=PL_KSUwsTTQFm3-hunYQ57UA_La_-FBSk)