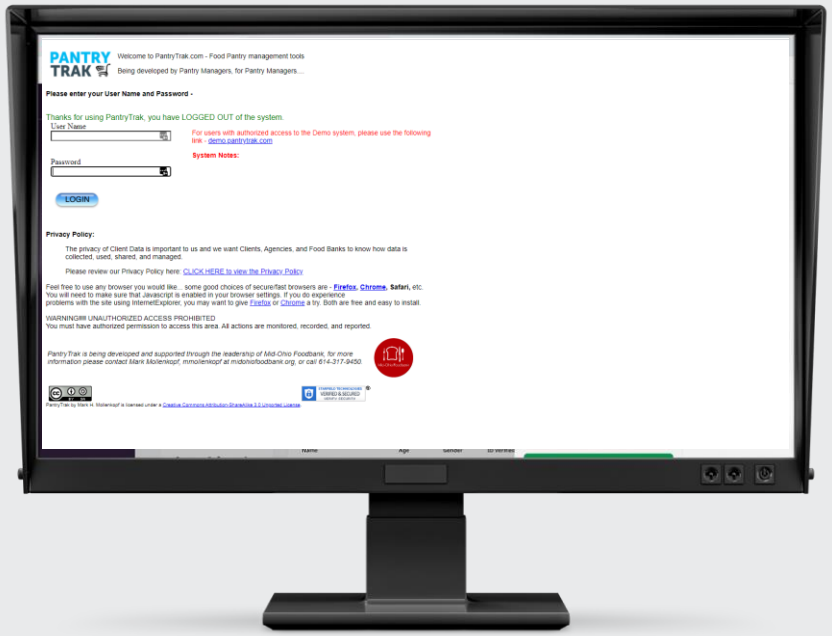
FreshTrak

CSFP: Distribution Lists

CSFP Distribution Lists



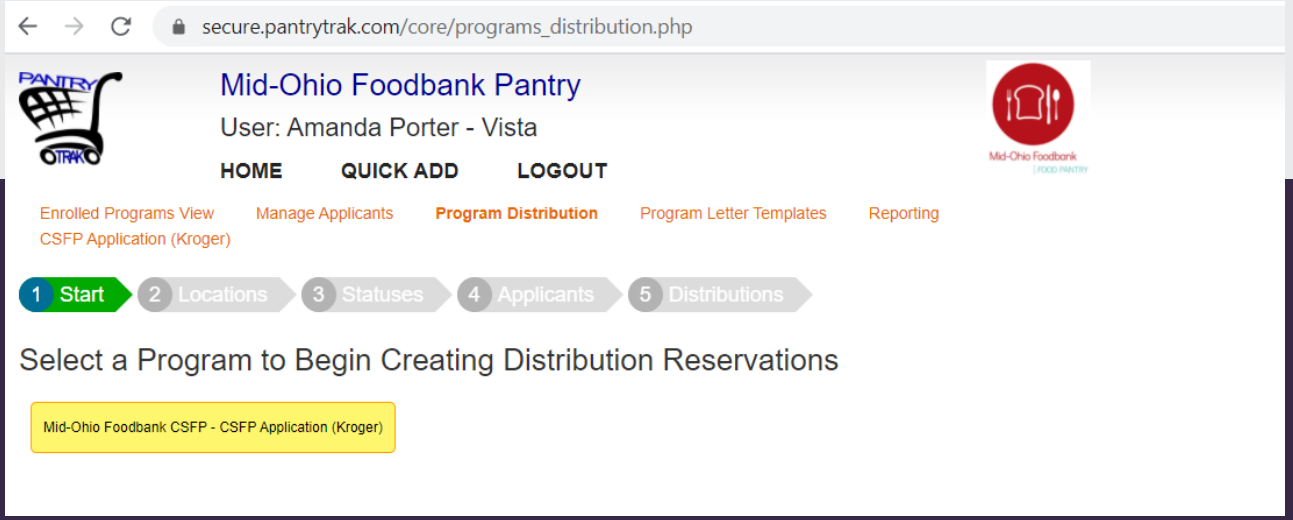
These are the lists you will use to manage each months CSFP distribution.

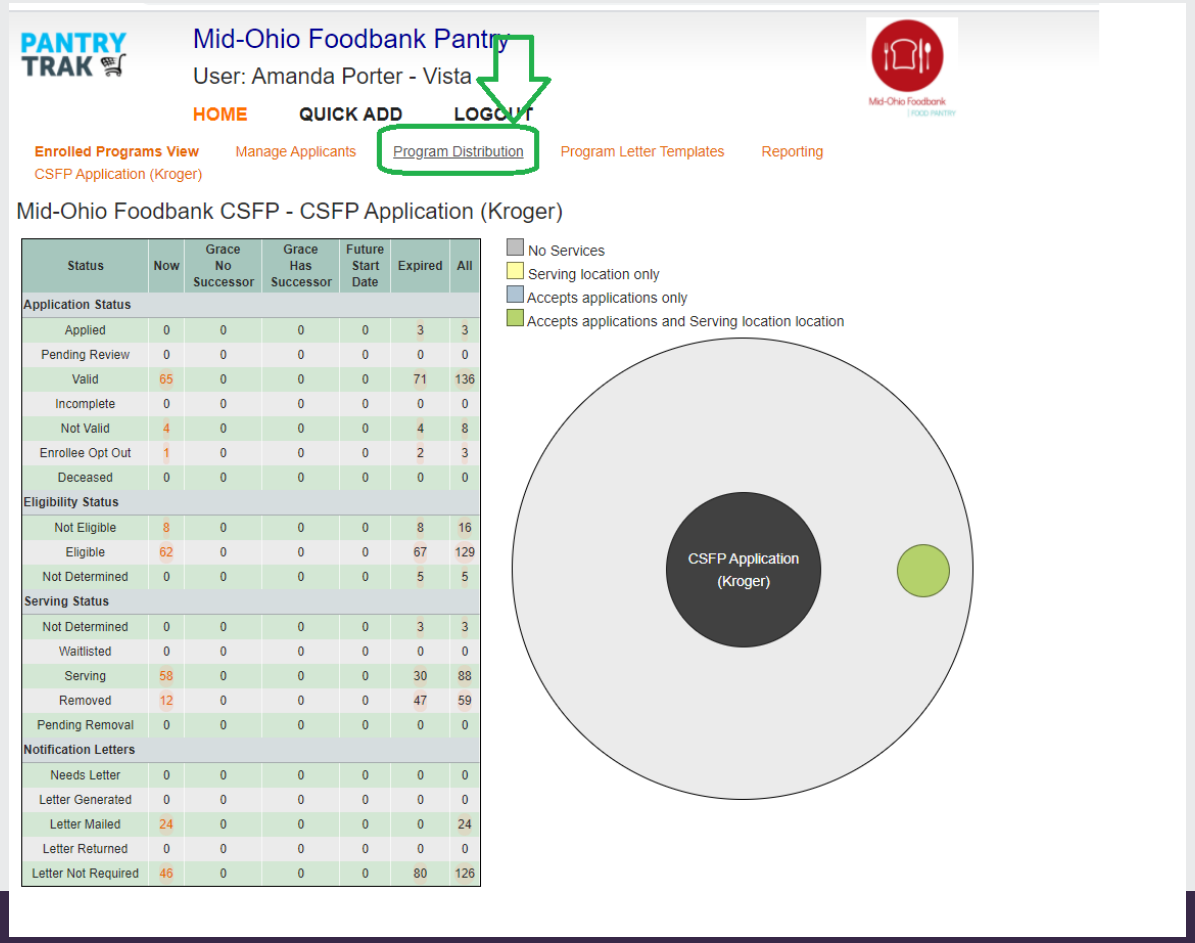
It is very important to always work off one single list for the month even if you do multiple days of distributions.

These are based on the location of distribution. If you have multiple events, you'll have multiple distribution lists.

Program Distribution

- Navigate to the “Program Distribution” link





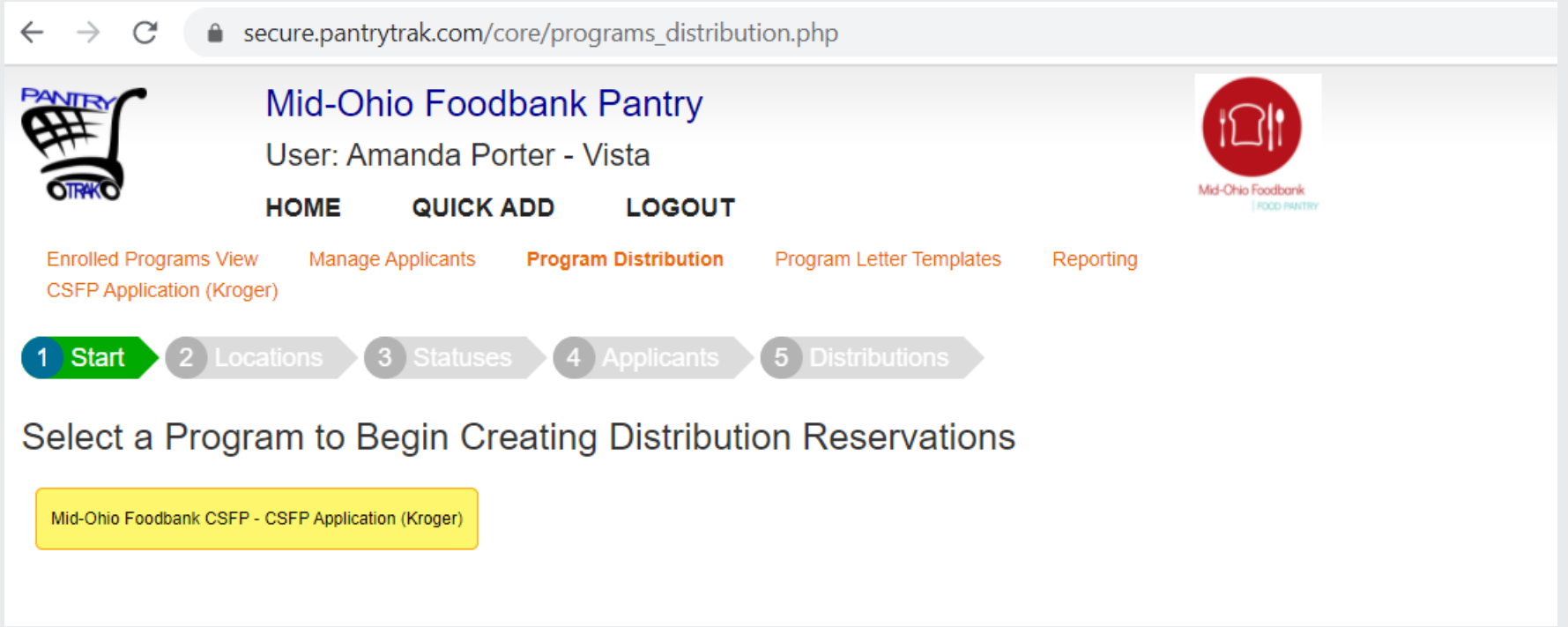
Status	Now	Grace No Successor	Grace Has Successor	Future Start Date	Expired	All
Application Status						
Applied	0	0	0	0	3	3
Pending Review	0	0	0	0	0	0
Valid	65	0	0	0	71	136
Incomplete	0	0	0	0	0	0
Not Valid	4	0	0	0	4	8
Enrollee Opt Out	1	0	0	0	2	3
Deceased	0	0	0	0	0	0
Eligibility Status						
Not Eligible	8	0	0	0	8	16
Eligible	62	0	0	0	67	129
Not Determined	0	0	0	0	5	5
Serving Status						
Not Determined	0	0	0	0	3	3
Waitlisted	0	0	0	0	0	0
Serving	58	0	0	0	30	88
Removed	12	0	0	0	47	59
Pending Removal	0	0	0	0	0	0
Notification Letters						
Needs Letter	0	0	0	0	0	0
Letter Generated	0	0	0	0	0	0
Letter Mailed	24	0	0	0	0	24
Letter Returned	0	0	0	0	0	0
Letter Not Required	46	0	0	0	80	126

- PantryTrak will walk you through the FIVE steps required to create a distribution list.

- If you have multiple events, you will need to complete ALL steps for ALL events.

Step One: Select a Program

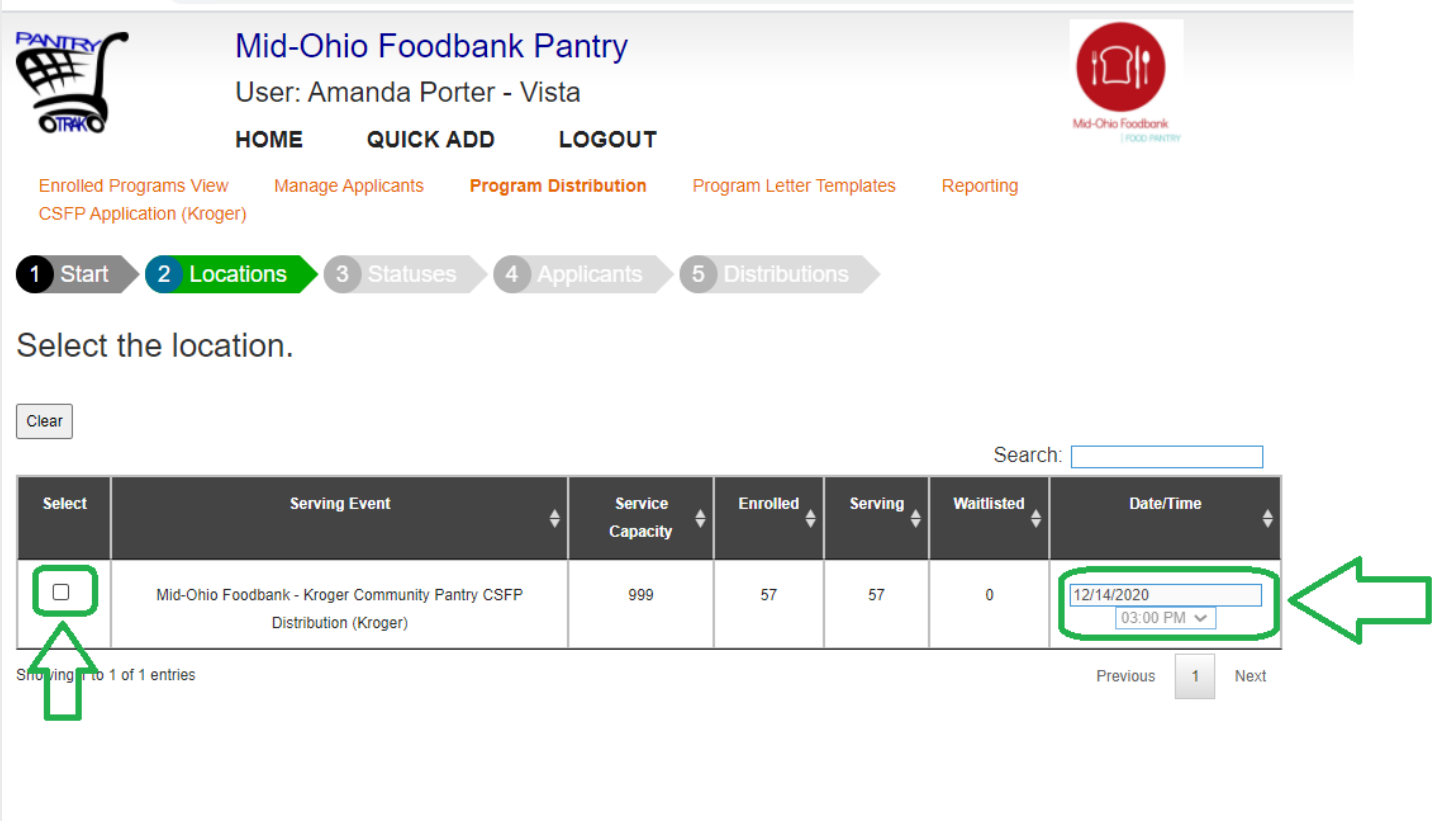
- Select the Program that you'd like to work with (you will likely only have one, depending on your application model)



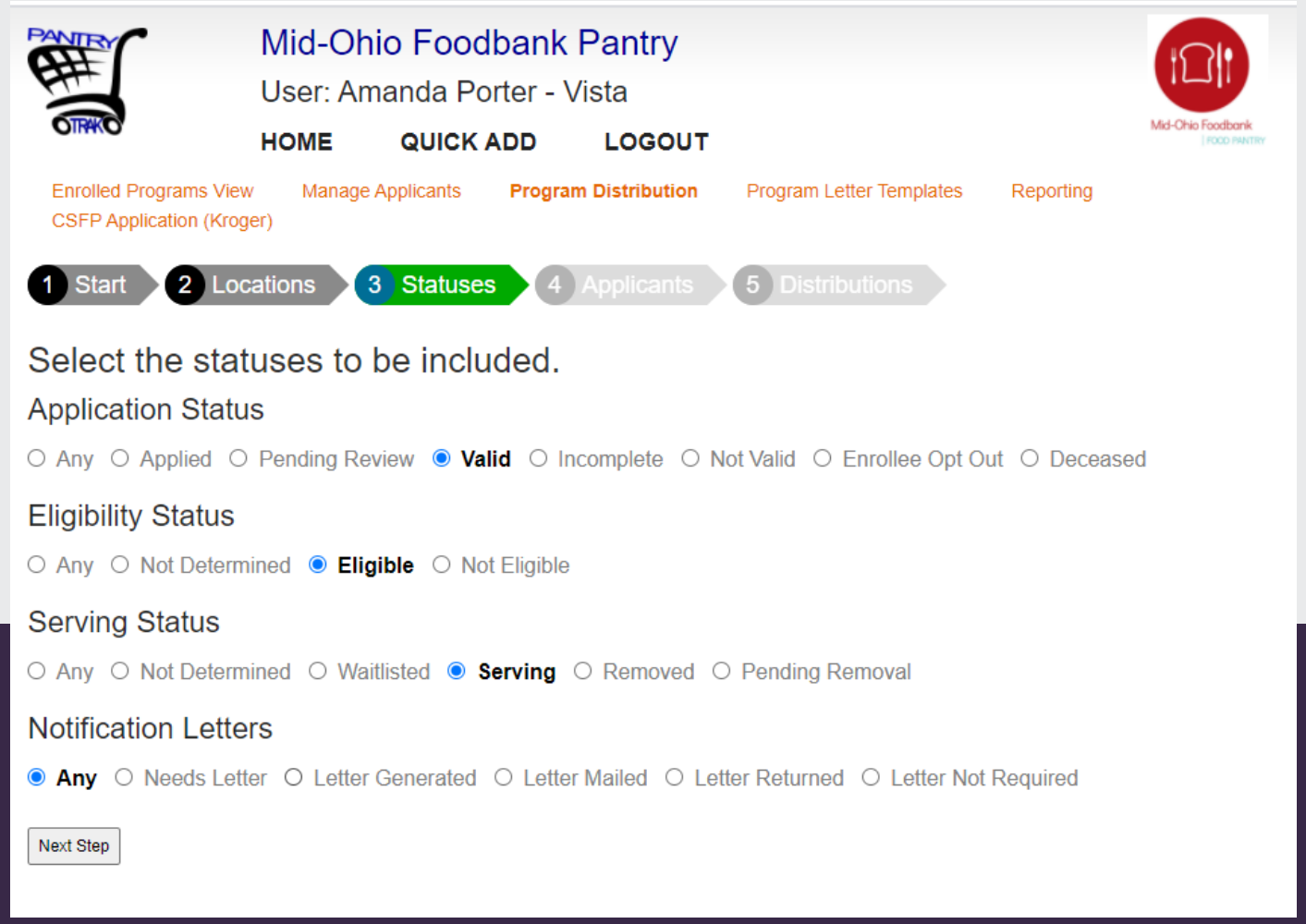
Step 2:

Select the Location

- Select the correct location (you may have multiple depending on your distribution model)
  - Once selected it will highlight yellow.
- Set the date of your distribution
  - If you distribute on a single date, set your date
  - If you distribute throughout the entire month, just select the first of the month.



Step 3: Statuses

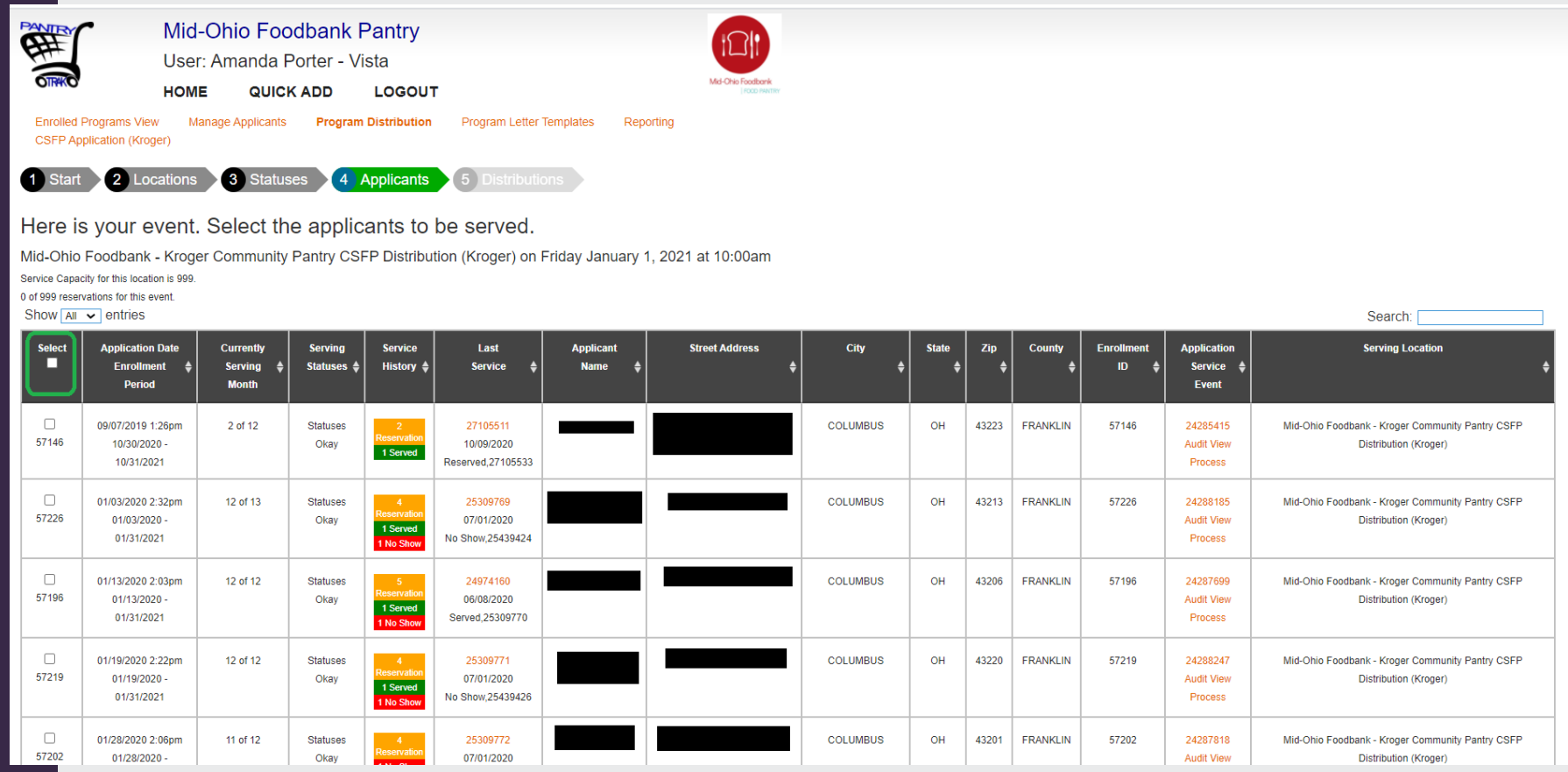


- Select which customers should be included on the list based on their statuses.
- Generally recommended are
  - Application Status = valid
  - Eligibility Status = Eligible
  - Serving Status = Serving
  - Notification Letters = Any

It is not recommended to include waitlist in the initial program distribution list as it's easy to accidentally serve.

Step 4: Applicants

- You will get a list of every applicant who meets the requirements of the statuses.
- To Select All, check the box under “Select” in the black bar.



Mid-Ohio Foodbank Pantry

User: Amanda Porter - Vista

HOME QUICK ADD LOGOUT

Enrolled Programs View | Manage Applicants | **Program Distribution** | Program Letter Templates | Reporting

CSFP Application (Kroger)

1 Start > 2 Locations > 3 Statuses > 4 Applicants > 5 Distributions

Here is your event. Select the applicants to be served.

Mid-Ohio Foodbank - Kroger Community Pantry CSFP Distribution (Kroger) on Friday January 1, 2021 at 10:00am

Service Capacity for this location is 999.

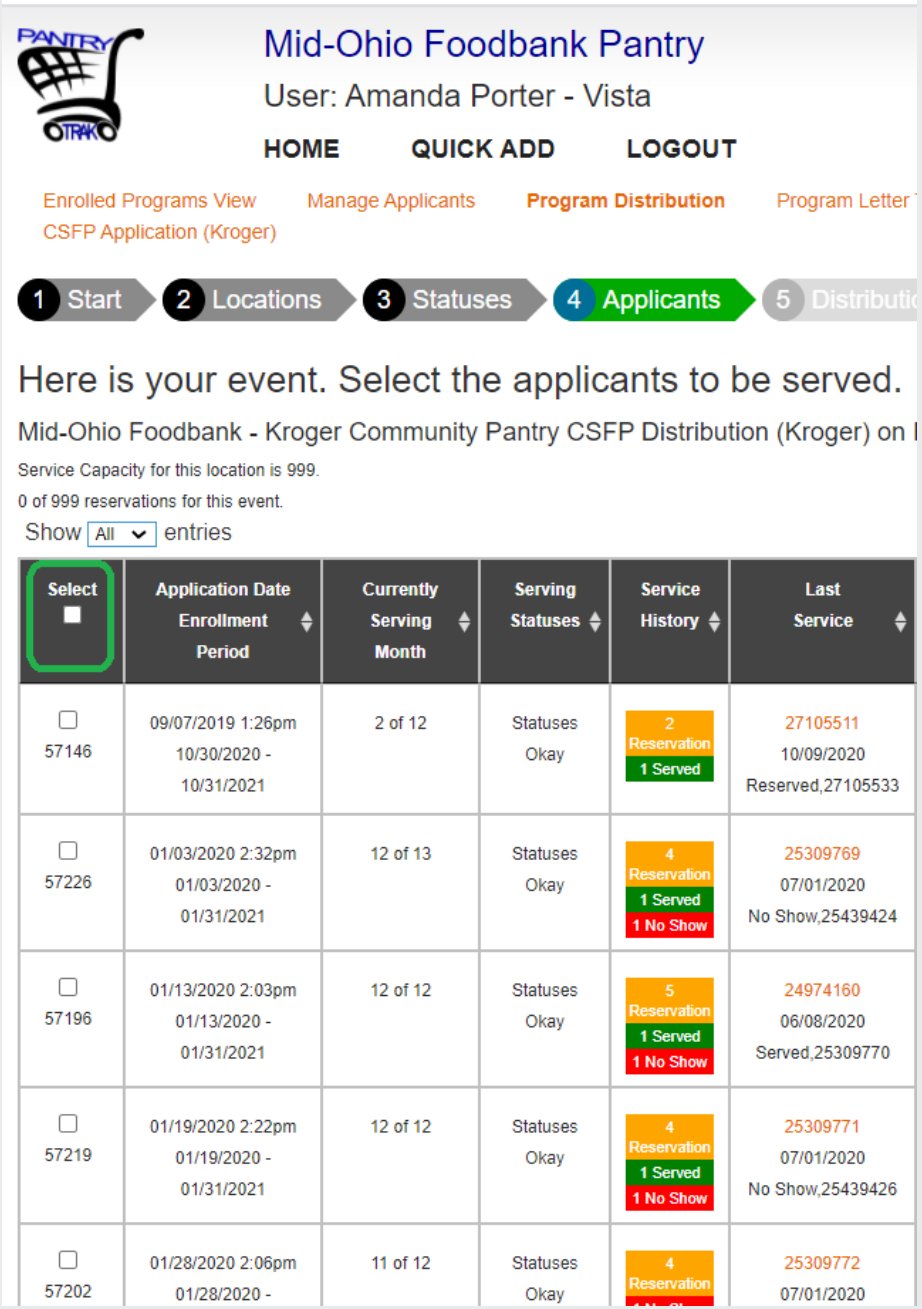
0 of 999 reservations for this event.

Show All entries Search:

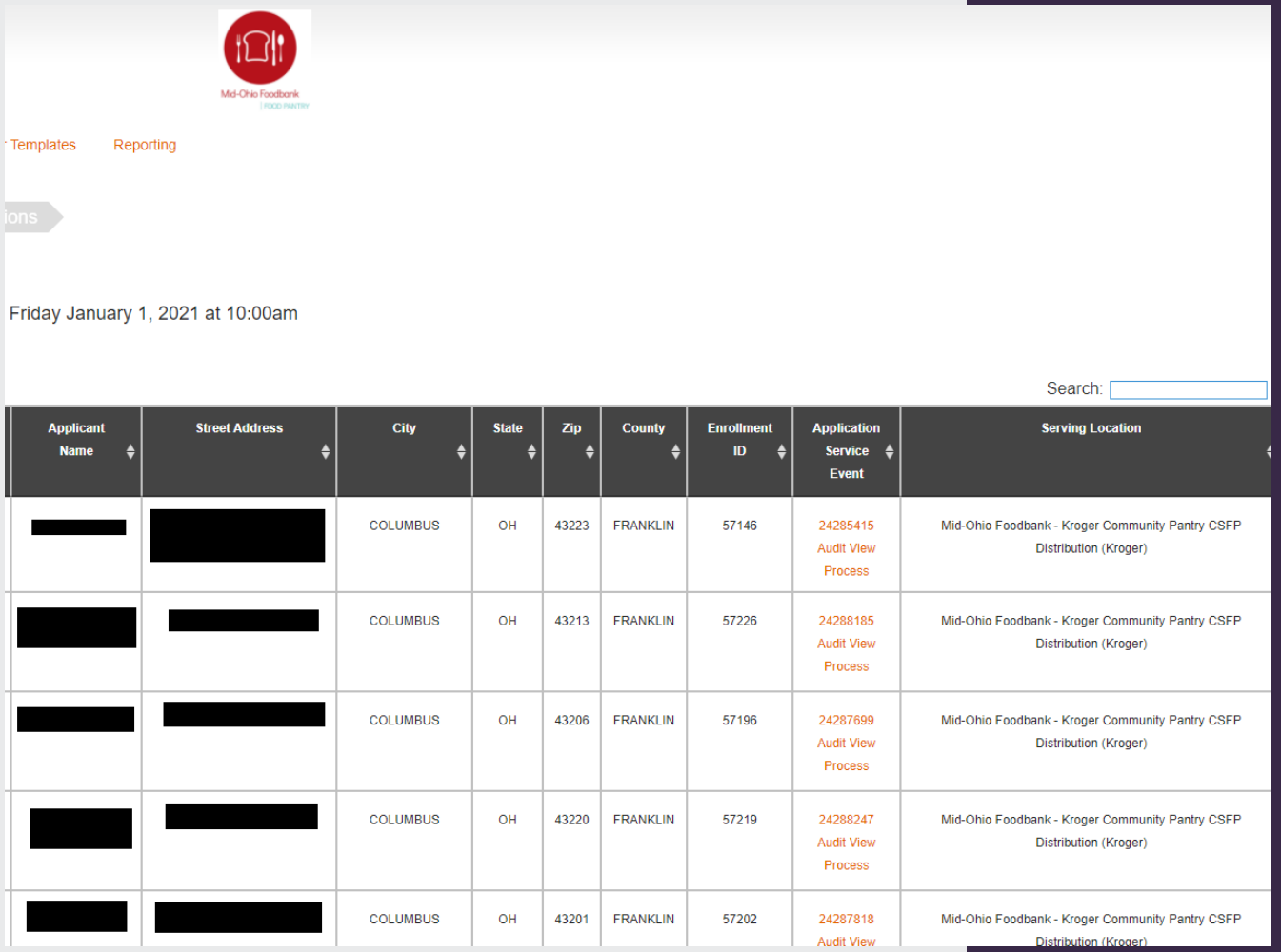
Select	Application Date Enrollment Period	Currently Serving Month	Serving Statuses	Service History	Last Service	Applicant Name	Street Address	City	State	Zip	County	Enrollment ID	Application Service Event	Serving Location
57146	09/07/2019 1:26pm 10/30/2020 - 10/31/2021	2 of 12	Statuses Okay	2 Reservation 1 Served	27105511 10/09/2020 Reserved,27105533	[redacted]	[redacted]	COLUMBUS	OH	43223	FRANKLIN	57146	24285415 Audit View Process	Mid-Ohio Foodbank - Kroger Community Pantry CSFP Distribution (Kroger)
57226	01/03/2020 2:32pm 01/03/2020 - 01/31/2021	12 of 13	Statuses Okay	4 Reservation 1 Served 1 No Show	25309769 07/01/2020 No Show,25439424	[redacted]	[redacted]	COLUMBUS	OH	43213	FRANKLIN	57226	24288185 Audit View Process	Mid-Ohio Foodbank - Kroger Community Pantry CSFP Distribution (Kroger)
57196	01/13/2020 2:03pm 01/13/2020 - 01/31/2021	12 of 12	Statuses Okay	5 Reservation 1 Served 1 No Show	24974160 06/08/2020 Served,25309770	[redacted]	[redacted]	COLUMBUS	OH	43206	FRANKLIN	57196	24287699 Audit View Process	Mid-Ohio Foodbank - Kroger Community Pantry CSFP Distribution (Kroger)
57219	01/19/2020 2:22pm 01/19/2020 - 01/31/2021	12 of 12	Statuses Okay	4 Reservation 1 Served 1 No Show	25309771 07/01/2020 No Show,25439426	[redacted]	[redacted]	COLUMBUS	OH	43220	FRANKLIN	57219	24288247 Audit View Process	Mid-Ohio Foodbank - Kroger Community Pantry CSFP Distribution (Kroger)
57202	01/28/2020 2:06pm 01/28/2020 -	11 of 12	Statuses Okay	4 Reservation	25309772 07/01/2020	[redacted]	[redacted]	COLUMBUS	OH	43201	FRANKLIN	57202	24287818 Audit View	Mid-Ohio Foodbank - Kroger Community Pantry CSFP Distribution (Kroger)

Step 4: Continued

- Select: Allows you to Select all or specific applicants
- Applicant Date Enrollment Period: tells you the application period for this applicant
- Current Serving Month: Tells you how close you are to Renewing
- Serving Statuses: Alerts you if there's a problem with one of the Statuses
- Service History: Quick visual of the overall service history for this customer
- Last Service: Tells you the last service and what the type was.



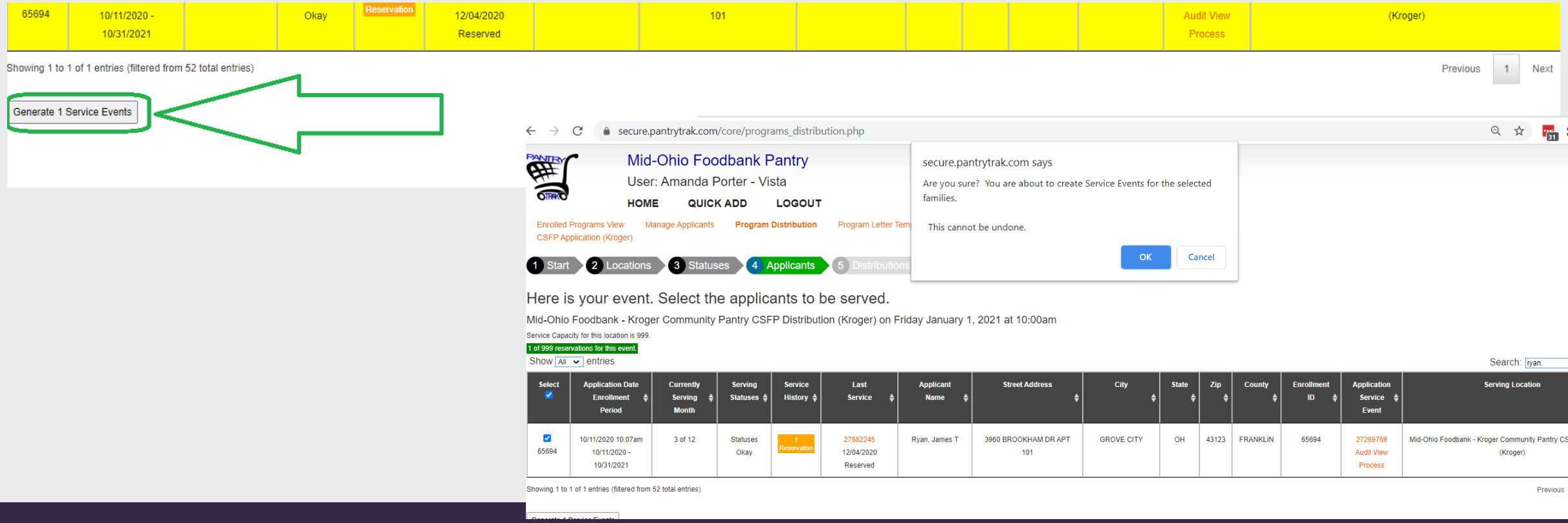
Step 4: Continued



Applicant Name	Street Address	City	State	Zip	County	Enrollment ID	Application Service Event	Serving Location
[redacted]	[redacted]	COLUMBUS	OH	43223	FRANKLIN	57146	24285415 Audit View Process	Mid-Ohio Foodbank - Kroger Community Pantry CSFP Distribution (Kroger)
[redacted]	[redacted]	COLUMBUS	OH	43213	FRANKLIN	57226	24288185 Audit View Process	Mid-Ohio Foodbank - Kroger Community Pantry CSFP Distribution (Kroger)
[redacted]	[redacted]	COLUMBUS	OH	43206	FRANKLIN	57196	24287699 Audit View Process	Mid-Ohio Foodbank - Kroger Community Pantry CSFP Distribution (Kroger)
[redacted]	[redacted]	COLUMBUS	OH	43220	FRANKLIN	57219	24288247 Audit View Process	Mid-Ohio Foodbank - Kroger Community Pantry CSFP Distribution (Kroger)
[redacted]	[redacted]	COLUMBUS	OH	43201	FRANKLIN	57202	24287818 Audit View	Mid-Ohio Foodbank - Kroger Community Pantry CSFP Distribution (Kroger)

- Applicant Name, Street Address, City, State, Zip County: The household information for this customer (covered here for customer privacy)
- Application Service Event Id: Use to navigate back to the application service event
- Serving Location: The selected serving location.

Step 4: Generate Service Events



- Select all of the appropriate applicants
- Scroll to bottom of screen and click button “Generate Service Events”
- PantryTrak will prompt you to be sure this is your intended action. This cannot be undone.

Step 5: Distribution List

- You have now created a distribution list
- You can either serve from your main check in screen or you can print the list and give to another distributor.

FreshTrak

Questions?