MODULE 7
ADDING USDA ASSISTANCES

Oasis Insight Plus: Virtual Training
How to USDA Certify a Client
First, add client info and check ID
Verify client is not certified
Check that # living in household and address are updated.
Verify income by first navigating to edit pop-up box.
Navigate to "Income & Expenses" tab

View and verify all sources of income from each household member are included and updated

Save all changes
Check that client meets qualification of having an income percentage of 100% or below
Navigate back to edit pop-up
Navigate to Income & Expenses
Check the USDA Recertification
Check the USDA Recertification

Update recertification

Save changes
Add assistance
Adding assistance
Update category of food
Select "USDA Distribution" from options listed.
<table>
<thead>
<tr>
<th>Amount</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Boxes/Bags</td>
</tr>
</tbody>
</table>

**Category**

Food: USDA Distribution

**Description**

**Edit Date/Time** — Aug 24, 2020 at 4:52 p.m.

**ATTACH A FILE**

Choose File | No file chosen

*This case and anything added is only visible to Training Food Pantry*

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Save changes
Have client sign here
sign here

Submit signature to continue
COVID-19

Or, select here if contactless orders are in place
Select here for any edits or changes
For USDA certified clients
Check to see if certified here!
Add assistance
Add assistance
This alert will appear if USDA has already been distributed and you cannot distribute it again until next month!

Distribute other box if available at pantry

Add assistance
This banner will appear if you need to recertify the client for USDA.
Check that the client still meets qualifications for USDA Assistance (under 101% of poverty)
ATTENTION: RECERTIFICATION IS DUE!
Last Recertification: Aug 1, 2019

Only agents from Training Food Pantry can view this case and anything added.

A release of information is required to share anything other than this case name, address and phone number with other agencies.

EDIT CASE

Personal Info for Cassie McNamara

Address: 1622 N Nevada Rd
Fayetteville, AR 72701

Mailing Address: Not Provided

County: Washington

Navbar: Not Provided

DOB: Mar 19, 1970 - 50 years old

Income - Personal: $9,600 yr ($800 mo)

Income - Household: $9,600 yr ($800 mo - 42% poverty)

Case #: C115898

Phone: 479-142-9581 — Cell

Net Income - Personal: $9,600 yr ($800 mo)

Net Income - Household: $9,600 yr ($800 mo)

Total Living in Household: 2

Date of Last Assistance: Aug 21, 2020

Other IDs: Not Provided

Gender: Female

Employment: Unemployed

Ethnicity: Did not disclose

Marital status: Single

Education: Highschool/GED

Government Benefits: Receives Disability

Residential Status: Rent

USDA Recertification: Aug 1, 2019

History of Modifications
Modified by Leilani Ocasio from Training Food Pantry

Tue, Aug 25, 2020 at 4:01 p.m.

Income Source changed

Disability: $3575.00 every month to Disability: $800 every month

Northwest Arkansas Food Bank 2020

Edit USDA Recertification Date
ATTENTION: RECERTIFICATION IS DUE!

Only agents from Training Food Pantry can view this case and anything added.

A release of information is required to share anything other than this case name, address and phone number with other agencies.

Personal Info for Cassie McNamara

Address: 1622 N Nevada Rd
Fayetteville, AR 72701

Mailing Address: Not Provided

County: Washington

Maihien: Not Provided

DOB: Mar 19, 1970 - 50 years old

Nickname: Not Provided

Income - Personal: $9,600 yr ($800 mo)

Income - Household: $9,600 yr ($800 mo - 42% poverty)

Net Income - Personal: $9,600 yr ($800 mo)

Net Income - Household: $9,600 yr ($800 mo)

Total Living in Household: 2

Date of Last Assistance: Aug. 21, 2020

Other ID#: Not Provided

Gender: Female

Ethnicity: Did not disclose

Employment: Unemployed

Marital status: Single

Details: Government Benefits: Receives Food Stamps

Education: Highschool/GED

Residential Status: Rent

USDA Recertification: Aug. 1, 2019

History of Modifications

Modified by Leilani Ocasio from Training Food Pantry

Tue, Aug 25, 2020 at 4:01 p.m.

Income Source changed

Disability: $577.00 every month to Disability: $800 every month

Edit USDA Recertification Date
ATTENTION: RECERTIFICATION IS DUE!

Last Recertification: Aug. 1, 2019

A release of information is required to share anything other than this case name, address and phone number with other agencies.

Personal Info for Cassie McNamara

Address: 1622 N Nevada Rd
Fayetteville, AR 72701

County: Washington
DOB: Mar 19, 1970 - 50 years old
Case #: C115898
Phone: 479-142-9581 — Cell

Mailing Address: Not Provided
Mailing: Not Provided
Nickname: Not Provided
Income - Personal: $9,600 yr ($800 mo)
Income - Household: $9,600 yr ($800 mo - 42% poverty)

Net Income - Personal: $9,600 yr ($800 mo)
Net Income - Household: $9,600 yr ($800 mo)
Total Living in Household: 2
Date of Last Assistance: Aug. 21, 2020

Gender: Female
Employment: Unemployed
Marital status: Single
Government Benefits: Receives Food Stamps
Residential Status: Rent
Education: Highschool/GED
Government Benefits: Receives Disability
USDA Recertification: Aug. 1, 2019

History of Modifications
Modified by Lilit Li from Training Food Pantry
Tue, Aug 25, 2020 at 4:01 p.m.

Income Source changed
Disability: $575.00 every month to Disability: $800 every month

Proceed to "Add Assistance"
A release of information is required to share anything other than this case name, address and phone number with other agencies.

Assistance for Cassie McNamara

Leilani Ocasio
Training Food Pantry

2 Boxes/Bags

Received by Cassie McNamara for Food: Food: Other

Cassie McNamara
HEAD OF HOUSEHOLD
1622 N Nevada Rd
Fayetteville, AR 72701
479-142-9581 (Cell)

DOB — Mar 19, 1970
Case # — C115898
USDA Recertification — Aug. 20, 2020

Personal Info
Assistance 1
Relationships 1
Notes 0
Alerts 0

Northwest Arkansas Food Bank 2020
YOU ARE NOW READY FOR THE MODULE 7 TEST

NOURISH
FEED
LEAD