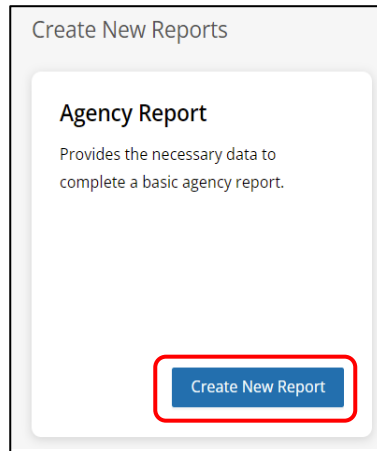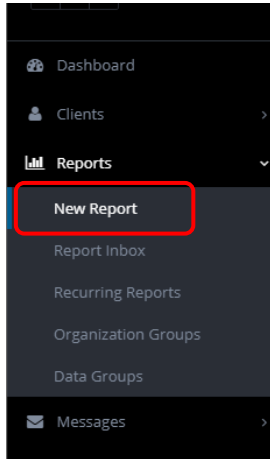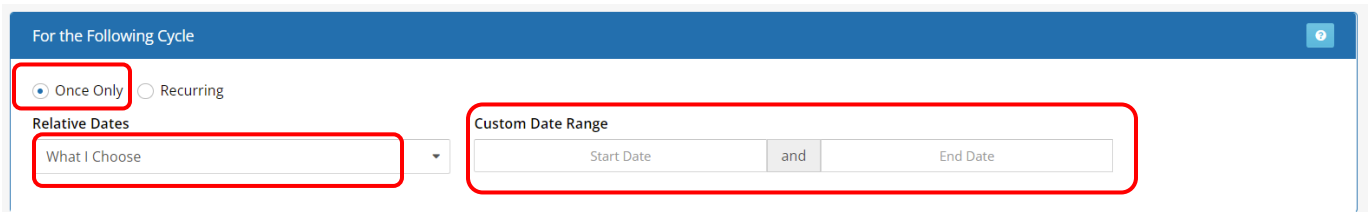# Getting Information for your Meal Report

All agencies are required to complete a Monthly Meal Report on Lowcountry Food Bank's website. This document provides instructions on how to get the information you need from Link2Feed.
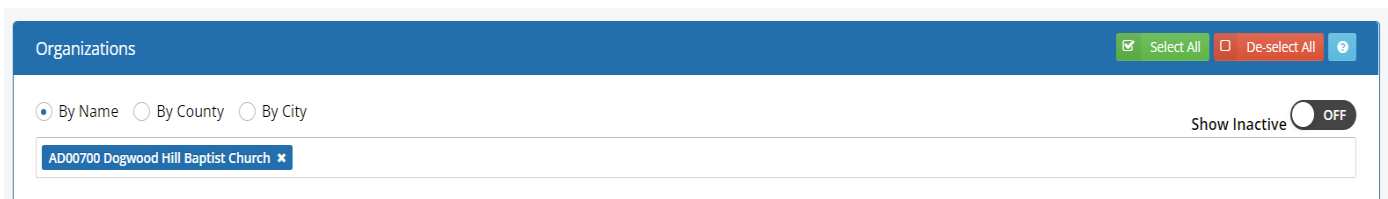
1. On the left sidebar, click "Reports" and then "New Report"
2. Click "Create New Report" under Agency Report

3. Under "New Agency Report" type a title for your report. It may be useful to make the title something like, "April 2022 USDA" or "April 2022 Total."

4. Sharing: Click "Just Me"

5. For the Following Cycle:
   a. Only Once- Select this option to run a report
   b. For Relative Dates, select the first option "What I Choose"
   c. Enter the start and end dates for the time period for you wish to run a report

6. Organization
   a. Select the option "By Name"
   b. Click in the empty box to select your agency name

7. Program Types: TEFAP=USDA, Pantry=Non-USDA
   a. Choose TEFAP to run a report to get your USDA numbers.
   b. Choose TEFAP and Pantry to run a report to get your TOTAL numbers (USDA and non-USDA clients)
   c. Once you complete your TEFAP report, repeat steps 1-6 and run a second report to get your TEFAP and Pantry numbers
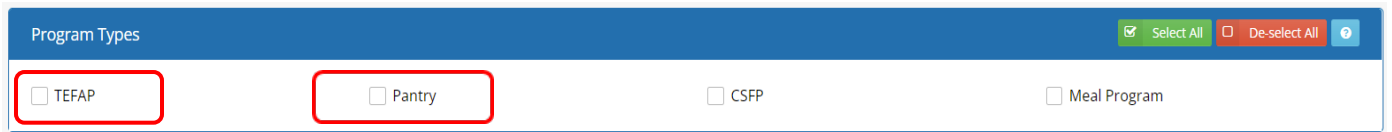
8. After choosing the program type, click "Create Report" at the bottom of the page.
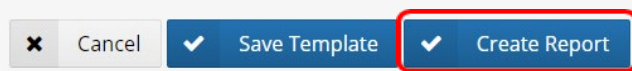
9. You'll be taken to "Your Reports" page. The blue clock symbol under "Status" shows that your report is queued but not complete. Wait a moment and then **refresh the webpage**. The blue clock will change to a green check mark. Click on the title of the report to open it.
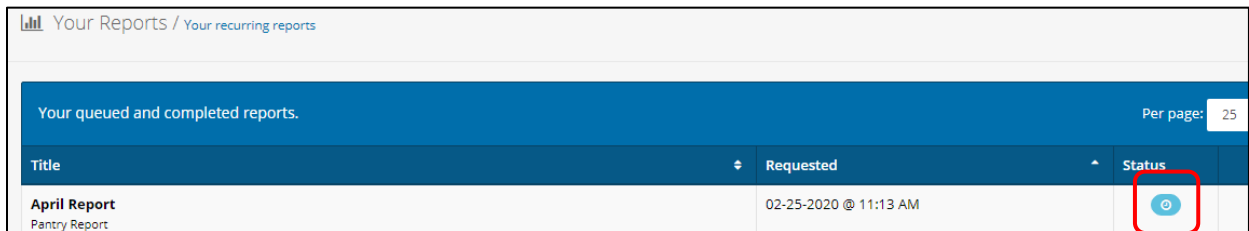
10. For easy viewing, once your report opens, click on the blue "Print View" button in the top right-hand corner. A new tab will open. On the left click "Prevent graphs from printing". This will remove the graphs making it easier to read the report. To print, click "Print Popup".
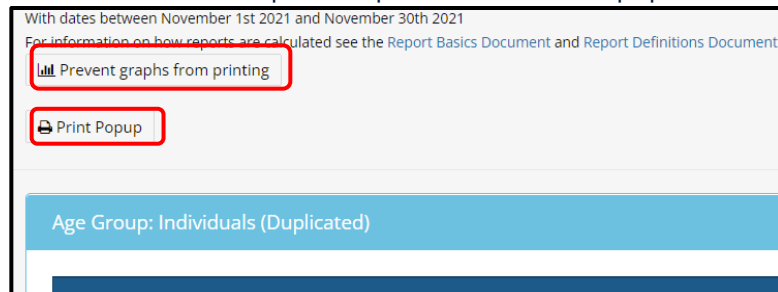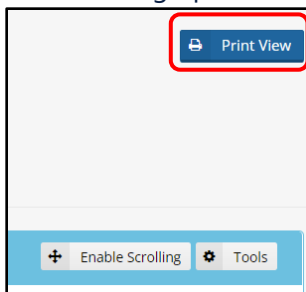
11. The numbers needed for your Monthly Report are:
    a. Age Group: Individuals- **Duplicated** (1st Row)
    b. Served: Household/Individuals- **Duplicated** (3rd Row)

Age Group: Individuals (Duplicated)

	0-17 years	18-59 years	60+ years	Total	Estimated Date of
AS19500 Socastee Pantry of Faith Outreach Ministries	41	188	130	359	30

Age Group: Individuals (Unique)

	0-17 years	18-59 years	60+ years	Total	Estimated Date of
AS19500 Socastee Pantry of Faith Outreach Ministries	30	136	88	254	21

Served: Household/Individuals (Duplicated)

	Households Served	Individuals Served
AS19500 Socastee Pantry of Faith Outreach Ministries	148	359

Served: Household/Individuals (Unique)

	Households Served	Individuals Served
AS19500 Socastee Pantry of Faith Outreach Ministries	103	254

12. These numbers represent the people you served during the month. Use them to complete your online Monthly Meal Report on the Lowcountry Food Bank website. https://lowcountryfoodbank.org/about-us/partner-agencies/meal-report/

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Meal Report

Click on the button below to submit your Monthly Meal Report. Please note this is due by the 5th of each month.

Submit Monthly Meal Report
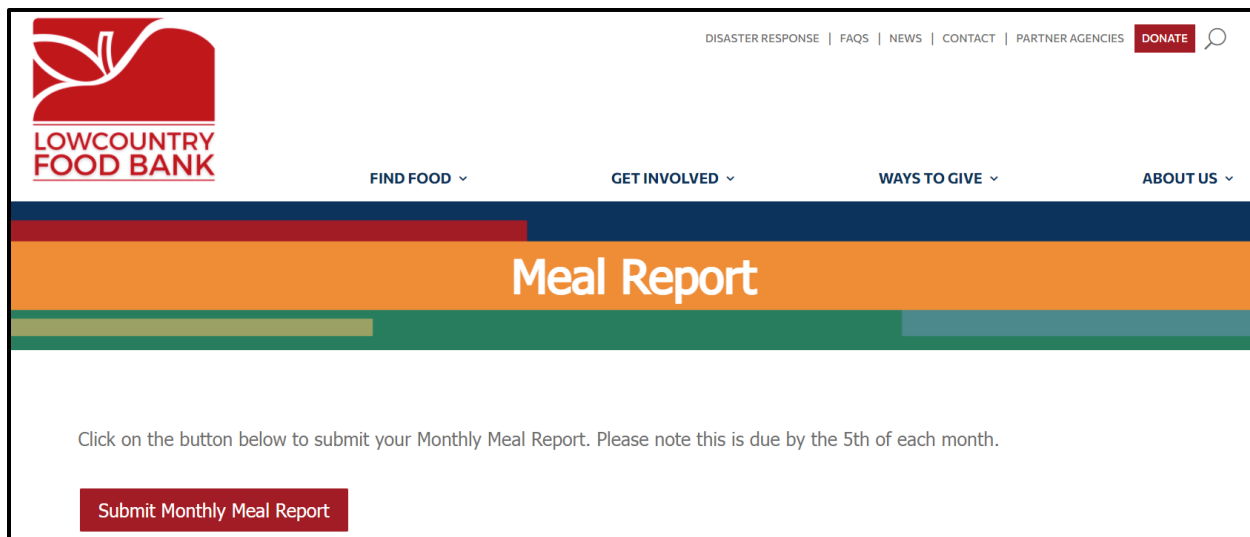
REMEMBER: You must run 2 reports to get the correct numbers needed for your monthly Meal Report.
1- TEFAP Report= USDA Clients Served
2- TEFAP and Pantry Report= Total Clients Served