

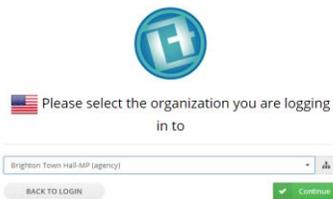
Recording SFSP - Summer Meals in Link2Feed

1. Sign into Link2Feed using your provided credentials.
<https://accounts.link2feed.com/>



The image shows the Link2Feed login portal. At the top is the Link2Feed logo (a blue circle with a white cross). Below it is the text "Login to the Portal" with a small American flag icon. There are two input fields: "Email" and "Password". Below the "Email" field is a blue button that says "FORGOT MY PASSWORD". Below the "Password" field is a blue button that says "LOG IN".

2. Select appropriate organization from the drop-down list (if applicable)



The image shows the Link2Feed organization selection screen. At the top is the Link2Feed logo. Below it is the text "Please select the organization you are logging in to" with a small American flag icon. There is a drop-down menu with "Brighton Town Hall-AMP (agency)" selected. Below the drop-down menu are two buttons: "BACK TO LOGIN" and "Continue".

3. Select the Kids Café Application



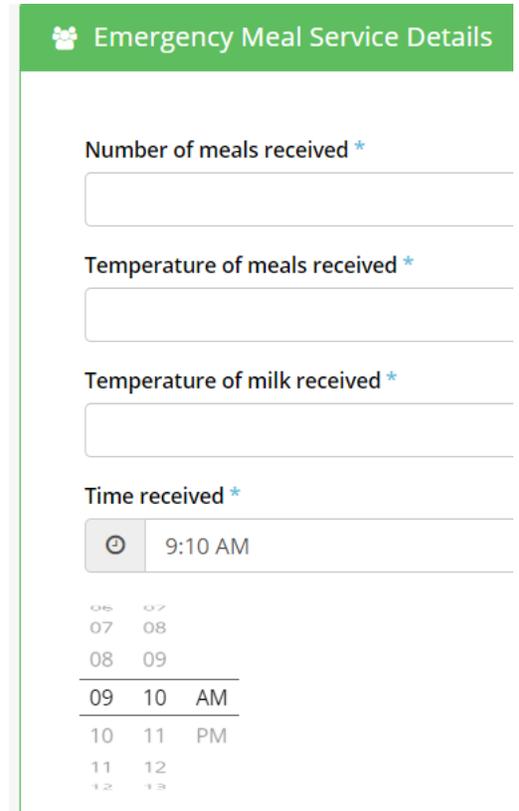
The image shows the "Kid's Cafe" application selection screen. It has a green header with the text "Kid's Cafe". Below the header is the text "The Link2Feed Kids Café System allows you to:" followed by a list of three bullet points: "Record data for school year and summer meal programs", "Report on all of your Kids Café sites", and "Track reimbursements and compliance paperwork".

4. Select Emergency Meal Service on the Dashboard.



The image shows a blue button with the text "Emergency" in large white font and "Start a new Meal Service" in smaller white font below it. To the right of the text is a white cross icon on a blue background.

5. Fill out Emergency Meal Service Details
 - a. Number of meals received (if multiple meal types, total number of one type of meal)
 - b. Temperature of meals received
 - c. Temperature of milk received
 - d. Time received
 - e. Time meal service will end
 - f. Meal Type
 - i. Breakfast
 - ii. Snack
 - iii. Supper



The image shows the "Emergency Meal Service Details" form. It has a green header with the text "Emergency Meal Service Details" and a white cross icon. Below the header are four input fields: "Number of meals received *", "Temperature of meals received *", "Temperature of milk received *", and "Time received *". The "Time received *" field has a clock icon and the text "9:10 AM". Below the "Time received *" field is a table with the following content:

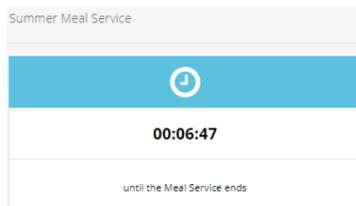
06	07
07	08
08	09
09	10
10	11
11	12
12	13

If children are receiving multiple meals of the same type, you can increase the Meals per Click to make recording simpler.

Meal Type *

<input checked="" type="checkbox"/> Breakfast	Meals per Click: <input type="text" value="2"/>
<input checked="" type="checkbox"/> Supper	Meals per Click: <input type="text" value="2"/>

6. Record signature on Civil Rights Statement
7. Select Start Meal Service [▶ Start Meal Service](#)
8. The timer at the top of the page will indicate how much time is left in the meal distribution time.



9. For each Meal Type that you have selected, there will be a recording section.

Depending on the number of set meals per click, the counter will go up accordingly. For example, if the Meals per Click is set at 2, pressing the First Meal-Child counter once, will indicate two meals have been distributed.

If a child is receiving multiple types of meals, indicate meals received on both types of meal counters.

Breakfast Recording

of Meals Per Click 2

First Meal- Child	Field Trip Meals	Additional Children Requesting Meal
0	0	0
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="button" value="+"/> <input type="button" value="-"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Total Damaged Meal
0
<input type="button" value="+"/> <input type="button" value="-"/>

Supper Recording

of Meals Per Click 2

First Meal- Child	Field Trip Meals	Additional Children Requesting Meal
0	0	0
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="button" value="+"/> <input type="button" value="-"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Total Damaged Meal
0
<input type="button" value="+"/> <input type="button" value="-"/>

1. Once all meals are distributed, review to ensure all information is correct.

If applicable, before ending the meal service, indicate any damaged meals, additional children requesting a meal, or if there are any eligible carry over meals.

Indicate any notes or comments.

2. Click End Meal Service
3. Confirm that you would like to end the meal service

Are you sure you want to end this meal service for everyone?

4. Click Okay

The meal service has ended.

5. A summary of the meal service will appear. This page can be exported if needed.

To watch a video of the process, visit: <https://youtu.be/4I3gOtcZ0Hw>