



Bureau of Food Distribution

PAMeals

Agency User Guide

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Home Page

The Home page provides contact information for the Bureau of Food Distribution. This page also will display any User Alerts assigned to the current user logged as well as any alerts associated to submissions that had have been returned to the user for corrections.

The screenshot shows the PAMeals System Home Page. At the top, there is a blue header with the Pennsylvania Department of Agriculture logo on the left and navigation links for "PA STATE AGENCIES" and "ONLINE SERVICES" on the right. Below the header, a sidebar on the left contains a menu with items: Home, Accounts, Commodities, Material Orders, Reports, Logout, and Related Sites. The main content area features a "Welcome to the PAMeals System" message, contact information for the Bureau of Food Distribution, and a "User Alerts" section. The alert section shows an example alert titled "Return to User Example" with a "NEW" indicator, a timestamp, and a "Delete" button. Below the alert, there is a "View Attached Data" link and a "Snooze" button with a dropdown menu.

View the Home Page

1. Click on the *Home* link on the side bar to access the Home page.
 - a. Note: The Home page is the default page that appears after a user has logged in.

User Alerts

These are messages targeted specifically to the current user. They may include messages from the PAMeals staff or they may include items that have been returned to the user. Items that have been returned will include an attachment link. When clicked, the click will take the user directly to the item that has been returned.

User Alerts:

Return to User Example !NEW
2/2/2012 11:55:08 AM Delete

This is an example of when an I&E is returned to a user.
[View Attached Data](#)

Click Snooze to be reminded again in: [Snooze](#)

Delete User Alerts

1. To delete a user alert, click on the *Delete* link at the right of the alert
 - a. This action cannot be undone.
 - b. “Returned Inventory and Expense (I&E)” alerts cannot be deleted

User Alerts:

Return to User Example !NEW
2/2/2012 11:55:08 AM Delete

This is an example of when an I&E is returned to a user.
[View Attached Data](#)

Click Snooze to be reminded again in: [Snooze](#)

Alert Reminder

The alert reminder allows the user to have the alert removed from the Home page and re-appear at the selected time.

1. Click on the drop-down list to the left of the Snooze link and select a *snooze* duration.
2. Click on the Snooze link.
 - a. The alert will be removed from the Home page and will re-appear at the selected timeframe.

User Alerts:

Return to User Example !NEW Delete

2/2/2012 11:55:08 AM

This is an example of when an I&E is returned to a user.

[View Attached Data](#)

Click Snooze to be reminded again in: Snooze

View Attached Record

1. To view the attached record, click on the *View Attached Record* link under the alert title.

User Alerts:

Return to User Example !NEW Delete

2/2/2012 11:55:08 AM

This is an example of when an I&E is returned to a user.

[View Attached Data](#)

Click Snooze to be reminded again in: Snooze

Account

The Accounts section allows a user to locate existing Accounts for which they have access to. Agency users will only have access to accounts that have been assigned to the user by a PAMeals administrator.

Viewing the Account Page

1. Hover over the *Accounts* link and click on the *Manage Account* link on the side bar to access the *Accounts* page.
2. Click the *Select* link next to the account record that is to be displayed.
 - a. The selected record will appear in read-only mode.

Select the Account you wish to view/modify

	Agreement Id	Account Name	Type	Status
select	8-06-01-069	ADAMS COUNTY COMMISSIONERS	TEFAP County Agency	Active
select	5-05-05-512	BEDFORD CO RED CROSS	Food Bank	Active
select	202	South Central Community Action Program, Inc.	TEFAP Lead	Active

[Export](#)

3 record(s) found.

Account Information

The account information is displayed on the current page, broken down into the following categories:

1. Account Information
 - a. Displays the account type, account name(s), the Federal ID and company web address.
2. Address, Contact Information, & Mapping Coordinates
 - a. By default, this section will show the Default information. This is typically the main mailing address.
 - b. Each address type includes a physical address, a contact person including name, phone and email address and optional mapping coordinates.

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Account			
Account Information			
Account Type:	Commodity Agency		
Name:	ADAMS COUNTY COMMISSIONERS		
Secondary Name:			
Federal ID:	236003030	Web Address:	
<i>Last updated by Mseiple on 5/9/2011 2:58:48 PM</i>			
Save Account Back Delete Account View Account Administrators			
Address: Default Address			
Address Type:	Default		
Address Line 1:	117 BALTIMORE STREET RM 201		
Address Line 2:			
City:	GETTYSBURG	State:	PA - Pennsylvania
Zip:	17325 + 2391	County:	1 - Adams
Location Description:			
Contact Information:			
Contact Title:			
Contact Name:	ADAMS COUNTY COMMISSIONERS		
Primary Phone:	7173379982	Primary Ext:	
Secondary Phone:		Secondary Ext:	
Primary Fax:	7173346921	Email:	mshreve@sccap.org
Mapping Coordinates:			
Latitude:		Longitude:	
GeoCode Address Clear Coordinates			
<i>Last updated by Mseiple on 5/9/2011 3:01:56 PM</i>			
Save Address Back Add New Address/Contact Delete Address Information Update Request			
Addresses 			
Agreements 			
Account Attachments 			

Addresses Panel

The Addresses Panel provides a user with options to display other addresses associated with the account.

1. Click on the *Select* link next to the address to view the selected address/contact information.

Addresses 							
	Address Type	Address 1	Address 2	City	State	Zip	County
Select	Default	117 BALTIMORE STREET RM 201		GETTYSBURG	PA	17325	Adams
<i>1 record(s) found.</i>							
Export							

Agreements Panel

The agreements panel provides a user with a list of agreements associated with the account. These represent the current agreement with the Pennsylvania Department of Agriculture. Each account may have one or more associated agreements.

Agreements				
Show History <input checked="" type="checkbox"/> Refresh Grid				
Agreement ID	Type	Status	Start Date	End Date
8-06-01-069	TEFAP County Agency	Active	10/1/2009	12/31/2011
1 record(s) found. Add New Agreement				Export

Account Attachments Panel

The account attachments panel will display any documents associated with the account. These may include images of the signed agreement, invoices and agency summary reports.

1. Click on the *Attachment Name* to open and view the attachment.

Account Attachments				
Attachment	Description	Date		
Adams County 10-2006.pdf		3/10/2010	Delete	
Adams County TEFAP.pdf	Agency Summary Report	9/3/2010	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	3/4/2011	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	3/4/2011	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	3/7/2011	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	3/7/2011	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	3/7/2011	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	5/20/2011	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	5/26/2011	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	6/1/2011	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	6/1/2011	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	6/2/2011	Delete	
2010-11 AgencySummary.pdf	2010-11 Agency Summary PDF	9/11/2011	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	9/22/2011	Delete	
AgencyInvoice.pdf	Agency Invoice PDF	11/1/2011	Delete	
Adams County 2011 Extension.pdf	2011 Extension	12/12/2011	Delete	
16 record(s) found.				Export
Add Attachment				
<input type="text"/> <input type="button" value="Browse..."/>		Description:		
Attach File				

Information Update Request

The Information Update Request page is used to submit address change requests. All requests will be reviewed prior to approval.

Viewing the Information Update Request Page

1. Hover over the *Accounts* link and click on the *Manage Account* link on the side bar to access the *Accounts* page.
2. Click the *Select* link next to the account record that is to be displayed.
3. Below the *Mapping Coordinates* panel, click on the *Information Update Request* link.

Account			
Account Information			
Account Type:	Commodity Agency		
Name:	ADAMS COUNTY COMMISSIONERS		
Secondary Name:			
Federal ID:	236003030	Web Address:	
Last updated by Mseiple on 5/9/2011 2:58:48 PM			
Save Account Back Delete Account View Account Administrators			
Address: Default Address			
Address Type:	Default		
Address Line 1:	117 BALTIMORE STREET RM 201		
Address Line 2:			
City:	GETTYSBURG	State:	PA - Pennsylvania
Zip:	17325 + 2391	County:	1 - Adams
Location Description:			
Contact Information:			
Contact Title:			
Contact Name:	ADAMS COUNTY COMMISSIONERS		
Primary Phone:	7173379982	Primary Ext:	
Secondary Phone:		Secondary Ext:	
Primary Fax:	7173346921	Email:	mshreve@sccap.org
Mapping Coordinates:			
Latitude:		Longitude:	
GeoCode Address Clear Coordinates			
Last updated by Mseiple on 5/9/2011 3:01:56 PM			
Save Address Back Add New Address/Contact Delete Address Information Update Request			
Addresses 			
Agreements 			
Account Attachments 			

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- The Information Update Request form will be displayed with the current address and contact information. Modifications can then be made to the current data.

Agency Update			
Use this page to submit address change requests. All requests will be reviewed prior to approval. Once submitted you will be returned to your previous page.			
ADAMS COUNTY COMMISSIONERS			
Agency Update Information			
Federal ID #:	<input type="text" value="238003030"/>		
Address: Default Address			
Address Type:	Default		
Address Line 1:	<input type="text" value="117 BALTIMORE STREET RM 201"/>		
Address Line 2:	<input type="text"/>		
City:	<input type="text" value="GETTYSBURG"/>	State:	PA - Pennsylvania ▼
Zip:	<input type="text" value="17325"/> + <input type="text" value="2391"/>	County:	1 - Adams ▼
Location Description:	<input type="text"/>		
Contact Information:			
Contact Title:	<input type="text"/>		
Contact Name:	<input type="text" value="ADAMS COUNTY COMMISSIONERS"/>		
Primary Phone:	<input type="text" value="7173379982"/>	Primary Ext:	<input type="text"/>
Secondary Phone:	<input type="text"/>	Secondary Ext:	<input type="text"/>
Primary Fax:	<input type="text" value="7173346921"/>	Email:	<input type="text" value="mshreve@socap.org"/>
Location Coordinates			
Latitude:	<input type="text"/>	Longitude:	<input type="text"/>
GeoCode Address Clear Coordinates			
Comments:	<input type="text"/>		
Back Clear Submit Delete			

Clear Existing Data

To clear all the current data displayed on the agency update screen:

- Click on the *Clear* link.

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Primary Fax:	7173346921	Email:	ms@pdcap.org
Location Coordinates			
Latitude:	<input type="text"/>	Longitude:	<input type="text"/>
GeoCode Address Clear Coordinates			
Comments:	<input type="text"/>		
Back Clear Submit Delete			

Submitting Address Change Request

1. Enter the agency's new address and contact information that is to be submitted.
2. Click the *Submit* link.

Primary Fax:	7173346921	Email:	ms@pdcap.org
Location Coordinates			
Latitude:	<input type="text"/>	Longitude:	<input type="text"/>
GeoCode Address Clear Coordinates			
Comments:	<input type="text"/>		
Back Clear Submit Delete			

Adding GeoCode Coordinates

The Latitude / Longitude fields represent the physical coordinates of the entered location. While these fields may be entered by hand, they can be automatically completed:

1. Enter the complete address in the *Address* panel.
2. Click the *GeoCode Address* link.
 - a. This will use an external service to determine the GPS coordinates based on the address entered. This step is optional. Once processed, a message will be displayed alerting the user how accurate the latitude and longitude returned is. A complete and precise address will yield better, more accurate results.

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Address: Default Address			
Address Type:	Default		
Address Line 1:	117 BALTIMORE STREET RM 201		
Address Line 2:			
City:	GETTYSBURG	State:	PA - Pennsylvania
Zip:	17325 + 2391	County:	1 - Adams
Location Description:			
Contact Information:			
Contact Title:			
Contact Name:	ADAMS COUNTY COMMISSIONERS		
Primary Phone:	7173379982	Primary Ext:	
Secondary Phone:		Secondary Ext:	
Primary Fax:	7173346921	Email:	mshreve@sccap.org
Location Coordinates			
Latitude:		Longitude:	
GeoCode Address Clear Coordinates			

Clearing GeoCode Coordinates

To clear the GeoCode Coordinates:

1. Click on the *Clear Coordinates* link.

Primary Fax:	7173346921	Email:	mshreve@sccap.org
Location Coordinates			
Latitude:		Longitude:	
GeoCode Address Clear Coordinates			

Agreements

Agreements represent a contract between a vendor (account) and the state. Not all account types require agreements and agreement data varies by account type. Each agreement contains information specific to that agreement such as the agreement id, agreement dates, etc.

Viewing the Agreement Information page

1. Hover over the *Accounts* link and click on the *Manage Account* link on the side bar to access the Accounts page.
2. Click the *Select* link next to the account record that is to be displayed.
3. If not opened, click on the *Agreements panel* to open the available agreements associated with this account.
4. If there are any agreements listed under this account, click on the *Agreement ID* for the record you are selecting.

Agreements				
Show History <input checked="" type="checkbox"/> Refresh Grid				
Agreement ID	Type	Status	Start Date	End Date
8-06-01-069	TEFAP County Agency	Active	10/1/2009	12/31/2011
1 record(s) found.				
Export				
Add New Agreement				

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Commodity Agency Agreement			
ADAMS COUNTY COMMISSIONERS		117 BALTIMORE STREET RM 201 GETTYSBURG, PA 17325	
Account Details			
Agreement			
Agreement ID:	8-06-01-069	Start Date:	10/1/2009
Status:	Active	End Date:	12/31/2011 <small>Edit Dates</small>
Reviewer:	3 - Joann Hock		
Type:	TEFAP County Agency		
County of Service:	1 - Adams	<input type="checkbox"/> Bonus Only	
Region - Distributor:	Region 6 - REINHART FOOD SERVICE		
Year End Report Submitted:	Dept. of Ed. ID:		
CFDA Nbr:			
Vendor Nbr:	139073	Document Nbr:	4100035760
Contract ME Nbr:	446347	Business Partner ID:	
Last updated by jfifth on 11/30/2011 12:24:25 PM			
Save Back Add New Agreement Renew Agreement Delete			
Sub-Recipient Agencies ☑			
Base Allocation ☑			
Agency Transactions ☑			
People Served / Statistics ☑			
Inventory and Expense Reimbursement ☑			
Reviews ☑			

The following panels are available for both TEFAP County and TEFAP Lead Agencies

Agreement Details

The Agreement details section will be read only and will display the information associated with the selected agreement.

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Agreement			
Agreement ID:	8-06-01-069	Start Date:	10/1/2009
Status:	Active	End Date:	12/31/2011 Edit Dates
Reviewer:	3 - Joann Hock		
Type:	TEFAP County Agency		
County of Service:	1 - Adams	<input type="checkbox"/> Bonus Only	
Region - Distributor:	Region 6 - REINHART FOOD SERVICE		
Year End Report Submitted:		Dept. of Ed. ID:	
CFDA Nbr:			
Vendor Nbr:	139073	Document Nbr:	4100035760
Contract ME Nbr:	446347	Business Partner ID:	
Last updated by jfifth on 11/30/2011 12:24:25 PM			
Save Back Add New Agreement Renew Agreement Delete			

Sub-Recipient Agencies Panel

The *Sub-Recipient Agencies* panel displays any agencies that are sub-recipients to the selected agency. To view a sub-recipient account:

1. If not opened, click the *Sub-Recipient Agencies* panel to open the available agencies.
2. If there are any agencies listed, click on the *Account Name* for the record you are selecting.
 - a. This action will return you to the *Account* screen and will display information for the selected account.

Sub-Recipient Agencies		
Account Name	Default Address	
South Central Community Action Program, Inc.	153 North Stratton Street Gettysburg, PA 17325	Delete
Export		
1 record(s) found. Add Sub-Recipient Agency		

Reviews Panel

The *Reviews* panel will display any reviews associated with this agreement. These reviews will be in read-only mode. To view a review:

1. If not opened, click the *Reviews* panel to open.
2. If any reviews are available, click on the *Review Forms* icon.
3. Click on the *Form Name* that is to be viewed.
 - a. Only *Reviews* that have a status of *Complete* are available for viewing.
 - b. The *Review* is in read-only mode.

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Reviews					
Review Forms	Review Date	FollowUp Date	Status	Last Updated	Updated By
Review Forms			Pending	2/2/2012	jfifth
Form Name	Status	Last Updated Date			
TEFAP Compliance Review	Complete	2/2/2012 12:53:44 PM			
Civil Rights Review	Submitted	2/2/2012 12:54:51 PM			
Delivery Receipt Review	Not Available				
Food Disposition Authorization	Not Available				
Corrective Action Compliance	Not Available				

[Export](#)

1 record(s) found.

[Begin New Review](#)

These data panels are available only for TEFAP County Agencies

Base Allocation Panel

The *Base Allocations* panel includes the entitlements associated with the selected agreement and will be displayed in read-only mode.

Base Allocation											
Show History <input type="checkbox"/> Refresh Grid											
	Total Unemp.	Pct Unemp.	Total Poverty	Pct Poverty	Base Unemp.	Pct Eligible	Entitlement	Remaining	Start Date	End Date	
Edit	4,313	1,725	7,077	4,246	5,972	.00529	\$5,286.00	\$5,286.00	10/1/2011	9/30/2012	Delete

[Export](#)

1 record(s) found.

[Add Base Allocation](#)

Agency Transactions Panel

This panel displays all transaction data associated with the selected agreement. Agency Transaction data is create when an I & E form is approved.

1. If not opened, click the *Agency Transactions* panel to open.
2. Click the *Refresh Grid* to populate the *Agency Transactions* grid.
 - a. All data will be in read-only mode.

Agency Transactions									
Month / Year									
Refresh Grid									
Month	Year	Commodity	Prgm	Src	Type	Qty.	Note		
There are no records to display									
Add New Transaction									

People Served / Statistics Panel

The *People Served / Statistics* panel will display all people served data associated with this agreement in read-only mode. This information is submitted along with the I & E data.

People Served / Statistics					
▲	From	To	New Self-Declarations	New Unduplicated Individuals	Total Served
Edit	July - 2010	September - 2010	1022	2694	7075
Edit	October - 2010	December - 2010	328	934	7983
Edit	January - 2011	March - 2011	511	1038	7307
Edit	April - 2011	June - 2011	157	429	7141
Edit	July - 2011	September - 2011	1093	2973	7705
Edit	January - 2012	January - 2012	4	4	4

[Export](#)

6 record(s) found.

[Add New](#)

Inventory and Expense Reimbursement Panel

The Inventory and Expense Reimbursement panel will display all associated I&E forms associated with the selected agreement.

View I&E Report

1. Click the *View* link to the right of an I&E Record to view its report in pdf format.

Inventory and Expense Reimbursement					
▲	Agreement ID	Period Start	Period End	Status	
Edit	8-06-01-069	February - 2012	February - 2012	Returned	View
Edit	8-06-01-069	March - 2012	March - 2012	In-Process	View
	8-06-01-069	January - 2012	January - 2012	Complete	View

[Export](#)

3 record(s) found.

Edit an I&E Form

1. Click the *Edit* link to the left of an I&E Record. Note: this option is only available for I & E forms that have not yet been submitted to the PA Department of Agriculture.
 - a. The screen will navigate to the *Inventory and Expense Form* page.

Inventory and Expense Reimbursement					
▲	Agreement ID	Period Start	Period End	Status	
Edit	8-06-01-069	February - 2012	February - 2012	Returned	View
Edit	8-06-01-069	March - 2012	March - 2012	In-Process	View
	8-06-01-069	January - 2012	January - 2012	Complete	View

[Export](#)

3 record(s) found.

Inventory & Expense Reimbursement

This page allows agencies to submit their I & E to the PA Department of Agriculture. This is done by first entering the required information such as the agency, submission date range and people served statistics.

Upon clicking the *Continue* link, the user is taken to the I & E entry page. Here, the PAMeals system will attempt to pre-load all of the commodities that may have been distributed. If a commodity was distributed that was not pre-loaded the user will have the opportunity to add additional commodities to the list.

Once all of the information has been entered, the user will submit the data to the PA Department of Agriculture for review. It is important to note that not all users will have the ability to submit.

Upon approval, the information entered will be used to determine reimbursement amounts for the agency.

Viewing the Inventory & Expense Reimbursement page

1. Hover over the *Accounts* link and click on the *Inventory & Expense Form* link on the side bar to access the *Inventory & Expense Reimbursement* page.

Inventory & Expense Reimbursement

Time Frame / Agency Details

Agency	<input type="text"/>		
Beginning Month/Year	February	2012	
End Month/Year	February	2012	

People Served Statistics - For Food Banks leave these fields blank.

New Self-Declaration Forms:	<input type="text"/>
New (unduplicated) Individuals Served:	<input type="text"/>
Total People Served:	<input type="text"/>

[Continue](#) | [Clear](#)

Current In-Process Inventory and Expense Forms

	Account	Period Start	Period End	
Edit	ADAMS COUNTY COMMISSIONERS (8-06-01-069)	February - 2012	February - 2012	Delete
Edit	ADAMS COUNTY COMMISSIONERS (8-06-01-069)	March - 2012	March - 2012	Delete

[Export](#)

2 record(s) found.

Create New Inventory & Expense Form

1. Select an Agency from the Agency dropdown.
 - a. Only agencies that have been assigned by an administrator are shown.
2. Select the *Beginning and End Month/Year* that the new reimbursement form is to be assigned. Some agencies will choose to submit monthly while others will submit quarterly.
 - a. Users cannot submit data when the date range overlaps an existing expense form's date range.
3. Enter the appropriate information for the *People Served statistics*.
 - a. Agencies that are listed as *Food Banks* do not enter statistic data.
4. Click *Continue*

Inventory & Expense Reimbursement

Time Frame / Agency Details			
Agency	<input type="text"/>		
Beginning Month/Year	February	▼	2012
End Month/Year	February	▼	2012
People Served Statistics - For Food Banks leave these fields blank.			
New Self-Declaration Forms:	<input type="text"/>		
New (unduplicated) Individuals Served:	<input type="text"/>		
Total People Served:	<input type="text"/>		
<input type="button" value="Continue"/> <input type="button" value="Clear"/>			

Current In-Process Inventory & Expense Forms

If there are any *I&E Reimbursement Forms* that are saved but incomplete, the records will be displayed in the *Current In-Process Inventory & Expense Forms* grid.

Edit an In-Process I&E Form

1. Click the *Edit* link to the left of the record that is to be edited.

Current In-Process Inventory and Expense Forms

	Account	Period Start	Period End	
Edit	ADAMS COUNTY COMMISSIONERS (8-06-01-069)	February - 2012	February - 2012	Delete
Edit	ADAMS COUNTY COMMISSIONERS (8-06-01-069)	March - 2012	March - 2012	Delete

2 record(s) found.

[Export](#)

Delete an In-Process I&E Form

1. Click the *Delete* link to the right of the record that is to be deleted.

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- a. At the *Are You Sure* popup, click the *OK* button.

Current In-Process Inventory and Expense Forms

	Account	Period Start	Period End	
Edit	ADAMS COUNTY COMMISSIONERS (8-06-01-069)	February - 2012	February - 2012	Delete
Edit	ADAMS COUNTY COMMISSIONERS (8-06-01-069)	March - 2012	March - 2012	Delete

2 record(s) found.

[Export](#)

Inventory & Expense Edit Page

Once you've entered the required data and created the new I & E Form the system will display the I & E Edit Page

Editing People Served Statistics

1. Click the *Edit* link under the People Served fields.

Inventory & Expense Form

ADAMS COUNTY COMMISSIONERS
February 2012 - February 2012

Originally Submitted By
James Fifth
james_fifth@compaid.com

New Self-Declaration Forms: 4
New Individuals Served: 4
Total People Served: 4

[Edit](#)

Id	Commodity	Source	Begin Inv	Received	Distributed	Trans Out	Credits	End Inv	Sales Order #	
100107	CHIX LEG QRTS	Entitlement	5	5	5	5	5	-5	5	Delete

1 record(s) found.

[Add Commodity](#) | [Save](#) | [Finalize](#) | [Cancel](#) | [Delete](#)

Prior to Finalizing this I & E data, the submitter must digitally sign this form.
To do so, please click the checkbox and enter the submitters First and Last name.

By signing this form you are confirming that the information provided is truthful and correct to the best of your knowledge.

- a. The *People Served* fields are not present for *Food Bank* agencies.
2. Edit the statistic fields as needed.
 3. Click the *Continue* link to save the changes.

Edit Statistics

Number of New Self-Declaration Forms for Period:

Number of new (unduplicated) Individuals Served for Period:

Total Number of People Served:

[Continue](#) | [Close](#)

Add Commodities

When beginning an I & E form, PAMeals will attempt to pre-populate the screen with those commodities likely distributed during the selected time period. This is determined by examining distributor transactions and is meant to save the user time during data entry. While the system will

Pennsylvania Department of Agriculture
PAMeals

do it's best to determine all of the commodities that should appear in the list there is a good chance that not all commodities will be displayed. In that case the user must add the commodity by following the procedure below.

1. Click the *Add Commodity* link.

Inventory & Expense Form

ADAMS COUNTY COMMISSIONERS
February 2012 - February 2012

Originally Submitted By
James Fifth
james_fifth@compaid.com

New Self-Declaration Forms: **4**
New Individuals Served: **4**
Total People Served: **4**
[Edit](#)

Id	Commodity	Source	Begin Inv	Received	Distributed	Trans Out	Credits	End Inv	Sales Order #	
100107	CHIX LEG QRTS	Entitlement	5	5	5	5	5	-5	5	Delete

1 record(s) found.

[Add Commodity](#) | [Save](#) | [Finalize](#) | [Cancel](#) | [Delete](#)

Prior to Finalizing this I & E data, the submitter must digitally sign this form.
To do so, please click the checkbox and enter the submitters First and Last name.

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2. Select a *Commodity* and an appropriate *Program / Source*.
3. Enter the *Start Inventory* amount.
4. Enter data as needed in the *Received, Distributed, Transferred Out, and Credits* fields.
 - a. At least one of these fields must be populated.
5. Enter the *Sales Order Number*.

- Click the *Add Commodity* link.

Add Commodity

Commodity: ▼

Program - Source: ▼

Start Inventory:

Received:

Distributed:

Transferred Out:

Credits:

Sales Order #:

Delete Commodities

When there is no activity on a particular commodity it should be deleted from the list.

- Click the *Delete* link to the right of a commodity to delete the commodity record.

Inventory & Expense Form

ADAMS COUNTY COMMISSIONERS
February 2012 - February 2012

Originally Submitted By
James Fifth
james_fifth@compaid.com

New Self-Declaration Forms: **4**
New Individuals Served: **4**
Total People Served: **4**
[Edit](#)

Id	Commodity	Source	Begin Inv	Received	Distributed	Trans Out	Credits	End Inv	Sales Order #	
100107	CHIX LEG QRTS	Entitlement	<input type="text" value="5"/>	<input type="text" value="-5"/>	<input type="text" value="5"/>	<input type="button" value="Delete"/>				

1 record(s) found.

| | | |

*Prior to Finalizing this I & E data, the submitter must digitally sign this form.
To do so, please click the checkbox and enter the submitters First and Last name.*

By signing this form you are confirming that the information provided is truthful and correct to the best of your knowledge.

Save Inventory & Expense Form

Once an I & E form has been started the user may submit the data immediately after data entry is complete or the form may be saved to be completed and submitted at a later date. For those users lacking Submit permissions this is the only option.

1. Click the *Save* link to save the *Inventory & Expense Form* for future editing.
 - a. There must be at least 1 commodity record before an *Inventory & Expense Form* can be saved.

Inventory & Expense Form

ADAMS COUNTY COMMISSIONERS
February 2012 - February 2012

Originally Submitted By
James Fifth
james_fifth@compaid.com

New Self-Declaration Forms: **4**
New Individuals Served: **4**
Total People Served: **4**
[Edit](#)

Id	Commodity	Source	Begin Inv	Received	Distributed	Trans Out	Credits	End Inv	Sales Order #	
100107	CHIX LEG QRTS	Entitlement	5	5	5	5	5	-5	5	Delete

1 record(s) found.

[Add Commodity](#) | [Save](#) | [Finalize](#) | [Cancel](#) | [Delete](#)

Prior to Finalizing this I & E data, the submitter must digitally sign this form.
To do so, please click the checkbox and enter the submitters First and Last name.

By signing this form you are confirming that the information provided is truthful and correct to the best of your knowledge.

Delete Inventory & Expense Form

Once saved, the entire I & E form may be deleted. Only those forms not yet submitted may be deleted.

1. Click the *Delete* link provided under the *I&E Form* grid.
 - a. Click the *OK* button to confirm that you want to delete the *I&E Form*.

Inventory & Expense Form

ADAMS COUNTY COMMISSIONERS
February 2012 - February 2012

Originally Submitted By
James Fifth
james_fifth@compaid.com

New Self-Declaration Forms: 4
New Individuals Served: 4
Total People Served: 4
[Edit](#)

Id	Commodity	Source	Begin Inv	Received	Distributed	Trans Out	Credits	End Inv	Sales Order #	
100107	CHIX LEG QRTS	Entitlement	5	5	5	5	5	-5	5	Delete

1 record(s) found.

[Add Commodity](#) | [Save](#) | [Finalize](#) | [Cancel](#) | [Delete](#)

*Prior to Finalizing this I & E data, the submitter must digitally sign this form.
To do so, please click the checkbox and enter the submitters First and Last name.*

By signing this form you are confirming that the information provided is truthful and correct to the best of your knowledge.

Submitting an Inventory & Expense Form

Once an I & E form has been completed, the data must be submitted to the PA Department of Agriculture. This is done by clicking the *Finalize* link. This link is not enabled for all users.

1. Click the *Finalize* link to submit the Inventory & Expense Form.
 - a. Prior to Finalizing an *I&E Form*, the submitter must digitally sign the form and check that the information provided is truthful and correct to the best of their ability. This is done by checking the checkbox and entering the users first and last name in the provided space. A form may not be submitted unless this information is provided.

Inventory & Expense Form

ADAMS COUNTY COMMISSIONERS
February 2012 - February 2012

Originally Submitted By
James Fifth
james_fifth@compaid.com

New Self-Declaration Forms: 4
New Individuals Served: 4
Total People Served: 4
[Edit](#)

Id	Commodity	Source	Begin Inv	Received	Distributed	Trans Out	Credits	End Inv	Sales Order #	
100107	CHIX LEG QRTS	Entitlement	5	5	5	5	5	-5	5	Delete

1 record(s) found.

[Add Commodity](#) | [Save](#) | [Finalize](#) | [Cancel](#) | [Delete](#)

*Prior to Finalizing this I & E data, the submitter must digitally sign this form.
To do so, please click the checkbox and enter the submitters First and Last name.*

By signing this form you are confirming that the information provided is truthful and correct to the best of your knowledge.

Commodities

The Commodity Search section allows a user to locate an existing commodity based on its commodity code, name or a variety of other categories.

Viewing the Commodity Search page

1. Hover over the *Commodities* link and click on the *Commodity Search* link on the side bar to access the *Commodity Search* page.

Commodity Search

 Enter search criteria to locate and view Commodities.

Search Criteria	
Material Id:	<input type="text"/>
Name:	<input type="text"/>
Status:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive Category: <input type="text"/>
Program:	<input type="checkbox"/> NSLP <input type="checkbox"/> TEFAP <input type="checkbox"/> CACFP <input type="checkbox"/> CSFP
Program Source:	<input type="checkbox"/> Entitlement <input type="checkbox"/> Processed <input type="checkbox"/> Bonus <input type="checkbox"/> Stimulus <input type="checkbox"/> Processed Bonus
Storage Type:	<input type="checkbox"/> Dry <input type="checkbox"/> Frozen <input type="checkbox"/> Refrigerated <input type="checkbox"/> Unknown

[Search](#) | [Clear](#) | [Add New](#)

Search for a Commodity

1. Click the *Search* link to display all commodities.
 - a. Entering or selecting any data in the *Search Criteria* panel will serve to filter the search criteria to a smaller, more precise search.

Pennsylvania Department of Agriculture
PAMeals

Commodity Search

Enter search criteria to locate and view Commodities.

Search Criteria

Material Id:

Name:

Status: Active Inactive Category:

Program: NSLP TEFAP CACFP CSFP

Program Source: Entitlement Processed Bonus Stimulus Processed Bonus

Storage Type: Dry Frozen Refrigerated Unknown

[Search](#) | [Clear](#) | [Add New](#)

Material Id	Description	Status	Storage	Package Description	Commodity Id
100280	Pears Bosc CTN 45lb	Active	Unknown	Fresh	100280
B880	VANILLA PUDDING	Inactive	Unknown	48/3.5 OZ	B880
B881	CHOCOLATE PUDDING	Inactive	Unknown	48/3.5 OZ	B881
B884	PUDDING CND VANILLA	Inactive	Unknown	48/3.25 OZ	B884

[Export](#)

4 record(s) found.

Viewing Commodity Details

1. Search for commodities using the instructions provided above.
2. Click on the *Material ID* correlating to the commodity record you wish to open.

[Search](#) | [Clear](#) | [Add New](#)

Material Id	Description	Status	Storage	Package Description	Commodity Id
100280	Pears Bosc CTN 45lb	Active	Unknown	Fresh	100280
B880	VANILLA PUDDING	Inactive	Unknown	48/3.5 OZ	B880
B881	CHOCOLATE PUDDING	Inactive	Unknown	48/3.5 OZ	B881
B884	PUDDING CND VANILLA	Inactive	Unknown	48/3.25 OZ	B884

[Export](#)

4 record(s) found.

Commodity View page

The *Commodity View* page displays all information regarding the selected commodity. All data on this screen is in read-only mode.

Pennsylvania Department of Agriculture
PAMeals

Commodity View		
Commodity Description		
Material Id:	100280	Category: <i>Fruits</i>
Commodity Name:	<i>Pears Bosc CTN 45lb</i>	
Short Name:	<i>Bosc Pears</i>	
Status:	<i>Active</i>	Commodity ID: 100280
Packaging Details		
Package Description:	<i>Fresh</i>	Storage Type: <i>Unknown</i>
Avg. Gross Weight:	<i>45.00</i>	Net Pack Weight: <i>45.00</i>
Units Per Truck:	<i>900</i>	Units Per Case: <i>20</i>
<i>Last updated by yvbrown on 10/21/2011 3:20:16 PM</i>		
Current Price		
Cost per Case:	<i>19.98</i>	Cost/Pound: <i>1.0000</i> Cost Effective Date: <i>7/1/2011</i>
<i>Last updated by yvbrown on 10/21/2011 3:20:16 PM</i>		
Update Cost		
Save Back Add New Commodity Delete		
Commodity Prices 		
Program / Source 		

Commodity Description

The *Commodity Description* panel provides information such as Material ID, Category, the commodity's name, ID, and status.

Commodity Description		
Material Id:	100280	Category: <i>Fruits</i>
Commodity Name:	<i>Pears Bosc CTN 45lb</i>	
Short Name:	<i>Bosc Pears</i>	
Status:	<i>Active</i>	Commodity ID: 100280

Packaging Details

The *Package Details* panel provides information on the commodity's package description, storage type, weight, units per case, and units per truck.

Pennsylvania Department of Agriculture
PAMeals

Packaging Details	
Package Description: <i>Fresh</i>	Storage Type: <i>Unknown</i>
Avg. Gross Weight: <i>45.00</i>	Net Pack Weight: <i>45.00</i>
Units Per Truck: <i>900</i>	Units Per Case: <i>20</i>
<i>Last updated by yvbrown on 10/21/2011 3:20:16 PM</i>	

Current Price

The *Current Price* panel displays the current price of the commodity displayed.

Current Price		
Cost per Case: <i>19.98</i>	Cost/Pound: <i>1.0000</i>	Cost Effective Date: <i>7/1/2011</i>
<i>Last updated by yvbrown on 10/21/2011 3:20:16 PM</i>		
Update Cost		

Commodity Prices

The *Commodity Prices* panel displays the price history for the selected commodity.

Commodity Prices				
Cost/Case	Cost/Pound	Start Date	End Date	Updated By
\$19.98	\$1.0000	07/01/2011		yvbrown
<i>1 record(s) found.</i>				
Export				

Program/Source

The *Program/Source* panel displays what programs the selected commodity is used in, and what sources it is available as.

Program / Source					
Show History <input checked="" type="checkbox"/> Refresh Grid					
▲	Program	Source	Start Date	End Date	Updated By
Edit	TEFAP	Bonus	07/01/2011		yvbrown
<i>1 record(s) found.</i>					
Add Program / Source					

Material Orders

PAMeals includes search and display functions for USDA Orders. All of the information about a particular order can be shown by locating the record and drilling down to the details. This information may be useful prior to submitting a I & E data.

Viewing the Material Order Search

1. Hover over the *Material Orders* link and click on the *Order Search* link on the side bar to access the *Material Order Search* page.

Material Order Search	
Search Criteria	
Sales Order #:	<input type="text"/>
Material Number:	<input type="text"/>  
Program:	<input type="checkbox"/> NSLP <input type="checkbox"/> TEFAP <input type="checkbox"/> CACFP <input type="checkbox"/> CSFP
Search Clear	

Search for Material Orders

1. Click the Search link to search for all Material Orders
 - a. Entering or selecting any data in the *Search Criteria* panel will serve to filter the search criteria to a smaller, more precise search.

Material Order Search	
Search Criteria	
Sales Order #:	<input type="text"/>
Material Number:	<input type="text"/>  
Program:	<input type="checkbox"/> NSLP <input type="checkbox"/> TEFAP <input type="checkbox"/> CACFP <input type="checkbox"/> CSFP
Search Clear	

Viewing a Material Order

1. Search for *Material Orders* using the instructions provided above.

Pennsylvania Department of Agriculture
PAMeals

- Click the *Sales Order #* for the Material Order that is to be displayed.

Material Order Search

Search Criteria

Sales Order #:

Material Number:  

Program: NSLP TEFAP CACFP CSFP

[Search](#) | [Clear](#)

Sales Order #	Sold To Party	Sold To Desc
<u>5000006032</u>	4000559	PA Dept. of Agriculture
5000006037	4000559	PA Dept. of Agriculture
5000006039	4000559	PA Dept. of Agriculture
5000006030	4000559	PA Dept. of Agriculture
5000006031	4000559	PA Dept. of Agriculture
5000006035	4000559	PA Dept. of Agriculture
5000006033	4000559	PA Dept. of Agriculture
5000006034	4000559	PA Dept. of Agriculture
5000006036	4000559	PA Dept. of Agriculture
5000006038	4000559	PA Dept. of Agriculture

[Export](#)

10 record(s) found.

Material Order View page

The Material Order View page displays the order details and order items that were listed on the order. In addition, each item listed provides a summary review of the sale.

Material Order View

Order Details

Sales Order: **5000006032** Sold To: **PA Dept. of Agriculture**

Order Items
Click the Sales Order Item Number for more detailed information

Sales Order Item	Ship To	Total Quantity	Status
<u>100</u>	REINHART FOOD SERVICE	464.000	Item Cancelled

[Export](#)

1 record(s) found.

[Back](#)

View Item Summary

- From within the *Material Order View* page, click the *Sales Order Item* link under the *Order Items* grid.

Material Order View

Order Details

Sales Order:	5000006032	Sold To:	PA Dept. of Agriculture
--------------	------------	----------	-------------------------

Order Items
Click the Sales Order Item Number for more detailed information

Sales Order Item	Ship To	Total Quantity	Status
100	REINHART FOOD SERVICE	464.000	Item Cancelled

[Export](#)

1 record(s) found.

[Back](#)

Item Summary

Sales Order:	5000006032	Scheduled Delivery Date:	10/31/2011
Sold To:	PA Dept. of Agriculture	Entitlement Year:	2012
Order Item Number:	100	Item Qty:	464.000
PO No:		PO Line No.:	00000
Ship To:	REINHART FOOD SERVICE	Status:	Item Cancelled
Destination City:	COAL TOWNSHIP	Destination State:	PA
Material No:	100348 - CORN FROZEN		
Program Type:	NSLP	Source Type:	Entitlement
Remarks:			

Recipient Agency Details

Agreement Id	Account Name	Qty
	PA Dept. of Agriculture	464.000

[Export](#)

1 record(s) found.

[Close](#)

Agency User Reports

The *Agency User Reports* page allows the user to run several pre-defined reports. Data from these reports can then be exported to several different files types including PDF and Microsoft Excel.

Viewing the Agency User Reports

1. Hover over the *Reports* link and click on the *Agency User Reports* link on the side bar to access the *Agency Reports* page.

Agency Reports	
Commodity Price List Report	
Source	<input type="checkbox"/> Entitlement <input type="checkbox"/> Processed <input type="checkbox"/> Bonus <input type="checkbox"/> Stimulus <input type="checkbox"/> Processed Bonus
Fiscal Year	2012
Generate Report Clear	
Agency Summary Report	
Agency	
Agreement Status	<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending <input type="checkbox"/> Cancelled <input type="checkbox"/> Suspended
Period	From: January 2012
	To: February 2012
Generate Report Clear	
Agency Usage	
Agency	
Period	From: January 2012
	To: February 2012
Generate Report Clear	
TEFAP County Reimbursement Report	
Agreement Id:	
Reimbursement Date:	
Generate Report Clear	

Commodity Price List

The *Commodity Price List* report lists all TEFAP commodities and their prices.

Pennsylvania Department of Agriculture
PAMeals

Commodity Price List Report	
Source	<input type="checkbox"/> Entitlement <input type="checkbox"/> Processed <input type="checkbox"/> Bonus <input type="checkbox"/> Stimulus <input type="checkbox"/> Processed Bonus
Fiscal Year	2012 ▼
Generate Report Clear	

To view the Commodity Price List report:

1. Under the *Commodity Price List Report* panel select the proper search criteria that are to be applied to the report query.
2. Click on the *Generate Report* link.

Pennsylvania Department Of Agriculture Bureau Of Food Distribution Commodity Price List For Fiscal Year: 2012									
Commodity #	Material ID	Commodity Name	Program	Source	Package Description	Storage Type	NetPack Weight	Cost Per Case	Cost Per Pound
100238	100238	Peaches Freestone Slices Fro CTN 12/2lb	TEFAP	Bonus	12/2.5 lb	Frozen	24.00	\$23.47	\$0.9800
100280	100280	Pears Bosc CTN 45lb	TEFAP	Bonus	Fresh	Unknown	45.00	\$19.98	\$1.0000
100283	100283	Oranges CTN 34-39 lb	TEFAP	Bonus	34-39 lb	Refrigerated	39.00	\$12.19	\$0.3100
100290	100290	Plums Pitted Dried 24/1lb	TEFAP	Bonus	24/1lb cartons	Dry	1.00	\$25.83	\$1.0760
101019	101019	Potatoes Round White Fresh Bag	TEFAP	Bonus	10/5 lb bags	Dry	50.00	\$15.96	\$1.6000
110178	110178	Pistachio Roasted in Shells	TEFAP	Bonus	25/ 1lb Ctn	Dry	25.00	\$87.50	\$3.5000
110203	110203	Chicken Whole Bagged Frz Pkg 12/4lb	TEFAP	Bonus	12/4lb	Frozen	48.00	\$37.53	\$0.7810
110204	110204	Chicken Thighs/Drums	TEFAP	Bonus	8/5lb	Frozen	40.00	\$29.80	\$0.7450
A054	100346	ASPARAGUS FRZ	TEFAP	Entitlement	12/2.5#	Frozen	30.00	\$33.22	\$1.1072
A057	100320	VEG MIX	TEFAP	Entitlement	24/#300 CAN	Dry	22.50	\$9.45	\$0.4202
A059	100306	BEANS GREEN 300	TEFAP	Bonus	24/#300	Dry	21.75	\$8.66	\$0.3983
A059	100306	BEANS GREEN 300	TEFAP	Entitlement	24/#300	Dry	21.75	\$8.66	\$0.3983
A076	100372	BEANS LT RED KIDNEY	TEFAP	Entitlement	24/#300 CAN	Dry	23.25	\$10.12	\$0.4354
A090	100363	BEANS VEGETARIAN 300	TEFAP	Entitlement	24/#300	Dry	24.00	\$10.83	\$0.4511
A098	100308	CARROTS CND	TEFAP	Bonus	24/#300	Dry	22.50	\$9.46	\$0.4205
A098	100308	CARROTS CND	TEFAP	Entitlement	24/#300	Dry	22.50	\$9.46	\$0.4205
A110	100313	CORN WHOLE KERNEL CND	TEFAP	Bonus	6/#10 CAN	Dry	39.75	\$14.42	\$0.3627

Agency Summary

The *Agency Summary* report provides account information and summary information on commodities received from distributors and processors.

Agency Summary Report	
Agency	▼
Agreement Status	<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending <input type="checkbox"/> Cancelled <input type="checkbox"/> Suspended
Period	From: January ▼ 2012 ▼ To: February ▼ 2012 ▼
Generate Report Clear	

Pennsylvania Department of Agriculture
PAMeals

To view the Agency Summary report:

1. Under the *Agency Summary Report* panel select the proper search criteria that are to be applied to the report query.
2. Click on the *Generate Report* link.

Pennsylvania Department Of Agriculture Bureau Of Food Distribution Agency Summary January 2011 - February 2012				
ADAMS COUNTY COMMISSIONERS 117 BALTIMORE STREET RM 201 GETTYSBURG, PA 17325-2391				
Account:	ADAMS COUNTY COMMISSIONERS	Agreement:	8-06-01-069	Status: Active
Contact:	ADAMS COUNTY COMMISSIONERS	Phone:	717-337-9982	Dept. of Ed. ID:
Federal ID:	23-6003030	Meal Count:	0	Entitlement: \$0.00
Distributor Cases				
Commodity	Storage	Package	Units Received	Value Received
A057 - VEG MIX	Dry	24/#300 CAN	86	\$1,122.30
A059 - BEANS GREEN 300	Dry	24/#300	257	\$2,449.90
A090 - BEANS VEGETARIAN 300	Dry	24/#300	212	\$2,295.08
A098 - CARROTS CND	Dry	24/#300	99	\$1,113.86

Agency Usage

The Agency Usage report lists all commodity usage by a specified agency.

Agency Usage				
Agency	<input style="width: 90%;" type="text"/>			
Period	From:	<input type="text" value="January"/>	<input type="text" value="2012"/>	
	To:	<input type="text" value="February"/>	<input type="text" value="2012"/>	
Generate Report Clear				

To view the Agency Usage report:

1. Under the *Agency Usage Report* panel select the proper search criteria that are to be applied to the report query.

Pennsylvania Department of Agriculture
PAMeals

- Click on the *Generate Report* link.

Pennsylvania Department Of Agriculture Bureau Of Food Distribution							
Usage Report							
Transaction Date Range: 1/1/2011 - 2/28/2011							
ADAMS COUNTY COMMISSIONERS							
Transaction Type	Commodity	Cases	Cases Value	Pounds	Pounds Value	Distributor / Processor	Transaction Date
Disbursement	A174	3	\$54.39	0.00	\$0.0000	REINHART FOOD SERVICE	01/11/2011
Disbursement	A404	5	\$67.30	0.00	\$0.0000	REINHART FOOD SERVICE	01/11/2011
Disbursement	A411	8	\$107.12	0.00	\$0.0000	REINHART FOOD SERVICE	01/11/2011
Disbursement	A492	4	\$56.00	0.00	\$0.0000	REINHART FOOD SERVICE	01/11/2011
Disbursement	B445	5	\$53.60	0.00	\$0.0000	REINHART FOOD SERVICE	01/11/2011
Disbursement	B919	5	\$103.20	0.00	\$0.0000	REINHART FOOD SERVICE	01/11/2011
Disbursement	A057	42	\$548.10	0.00	\$0.0000	REINHART FOOD SERVICE	01/13/2011
Disbursement	A174	20	\$362.60	0.00	\$0.0000	REINHART FOOD SERVICE	01/13/2011
Disbursement	A236	42	\$407.82	0.00	\$0.0000	REINHART FOOD SERVICE	01/13/2011
Disbursement	A271	27	\$353.97	0.00	\$0.0000	REINHART FOOD SERVICE	01/13/2011
Disbursement	A274	27	\$286.20	0.00	\$0.0000	REINHART FOOD SERVICE	01/13/2011
Disbursement	A275	20	\$285.40	0.00	\$0.0000	REINHART FOOD SERVICE	01/13/2011
Disbursement	A291	24	\$1,875.84	0.00	\$0.0000	REINHART FOOD SERVICE	01/13/2011
Disbursement	A295	38	\$904.40	0.00	\$0.0000	REINHART FOOD SERVICE	01/13/2011
Disbursement	A404	37	\$498.02	0.00	\$0.0000	REINHART FOOD SERVICE	01/13/2011
Disbursement	A411	42	\$562.38	0.00	\$0.0000	REINHART FOOD SERVICE	01/13/2011

TEFAP County Reimbursement Report

This report is a printable version of I & E data that has been submitted by the agency. Both approved and in-process submission may be viewed with this report.

TEFAP County Reimbursement Report	
Agreement Id:	<input type="text"/>
Reimbursement Date:	<input type="text"/> <input type="text"/>
Generate Report Clear	

To view the TEFAP County Reimbursement report:

- Under the *TEFAP County Reimbursement Report* panel select the proper search criteria that are to be applied to the report query.
- Click on the *Generate Report* link.

Pennsylvania Department of Agriculture
PAMeals

Pennsylvania Department Of Agriculture
Bureau Of Food Distribution

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
Inventory & Expense Reimbursement Request Form

County: Adams
January 2012

Sales Order #	Code #	Commodity Type	Received from Warehouse	Distributed	Case Weight	Total Pounds	Reimbursement	Minus Cases Transferred	Minus Cases Damaged
444444444	100035	CHEESE RDU FAT	4	4	24.00	96.00	\$ 11.52	4	4
GRAND TOTALS:			4	4	24.00	96.00	\$ 11.52	4	4

Number of new Self-Declaration Forms for Month/Quarter 4
 Number of new (unduplicated) Individuals served for Month/Quarter 4
 Total Number of people served 4

Confirmed By: JFifth