

TEFAP WEEKLY DHD REPORT

Instructions:

Open the template and rename the file with the following naming convention:

TEFAP/FDPIR DHD State beginning & ending dates

ex: TEFAP DHD PA 3-29-20 to 4-4-20 (Sunday-Saturday)

Beginning on Row 3:

A3: Select Region from dropdown menu.

B3: Select State/Territory from dropdown menu.

C3: Select Program

D, E, F, G 3: Add required info.

F3: Enter the date distribution began (Weekly Report Week Sun-Sat)

G3: Enter Saturday's date

H3: Enter individuals served in that date range

I3: From drop down menu select the USDA Foods material codes distributed. Verify that you selected the correct USDA Food material code, ex: 100223, Pear Can 24/300

K3: Add number of cases distributed per material (TEFAP ONLY)

L3: Add number of units distributed by material (FDPIR ONLY)

TEFAP
FDPIR