

LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.

Neighbor Intake

Jimmy Torres

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Agenda

- What is Neighbor Intake
- How the Program Works
- New Updates to Neighbor Intake
- Admin Training
- Q and A

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Requirements for Neighbor Intake

PATIENCE

It is the most important requirement!

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Requirements for Neighbor Intake

Reliable Staff/Volunteers

They will make sure this program
succeeds for you!

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Requirements for Neighbor Intake

Willingness to Adapt

Tech savvy is good but willing to adapt and learn is even better!

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Requirements for Neighbor Intake

Usable Wi-Fi

This program runs smoothly when connected to good wi-fi

What is Neighbor Intake

- Digital client tracking system provided by LARFB
 - No more sign-in sheets*
 - Free for Agencies that on-board
 - Household report is now digitized
 - Free tech is available

State of California – Health and Human Services Agency California Department of Social Services

You self-declare that:

1. Your name and address listed is correct; if homeless, you can put homeless as the address.
2. Your household size as stated and resides within this state and organization's service area.
3. Your income is within 235% of the Federal Poverty Guidelines as posted for this distribution.
4. You agree that TEFAP food is for home consumption only and will not be sold, traded, or bartered.
5. You have been shown and read the Discrimination Statement.

You will not be denied food if you refuse to disclose information that is not a requirement of this program. You will never need to provide your social security number or proof of income.

Print Name (Client)	Address (Include Zip Code)	Family Size	Is this your first time receiving food?
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No
7.			<input type="checkbox"/> Yes <input type="checkbox"/> No
8.			<input type="checkbox"/> Yes <input type="checkbox"/> No
9.			<input type="checkbox"/> Yes <input type="checkbox"/> No
10.			<input type="checkbox"/> Yes <input type="checkbox"/> No
11.			<input type="checkbox"/> Yes <input type="checkbox"/> No
12.			<input type="checkbox"/> Yes <input type="checkbox"/> No
13.			<input type="checkbox"/> Yes <input type="checkbox"/> No
14.			<input type="checkbox"/> Yes <input type="checkbox"/> No
15.			<input type="checkbox"/> Yes <input type="checkbox"/> No
16.			<input type="checkbox"/> Yes <input type="checkbox"/> No
17.			<input type="checkbox"/> Yes <input type="checkbox"/> No
18.			<input type="checkbox"/> Yes <input type="checkbox"/> No
19.			<input type="checkbox"/> Yes <input type="checkbox"/> No
20.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Total the responses from the last three columns into the last row. i.e. total family size, how many "Yes", how many "No"			

Food Bank Name: _____

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What is Neighbor Intake

- Your neighbors will receive an Barcode card like this
- Think of it like a Library Card
 - They can use it all over LA County



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What is Neighbor Intake

- Neighbors will have cards scanned at your food distribution



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What is Neighbor Intake


- System will log the assistance
 - All household count and duplicate count is done automatically

Barcode Mode

☒ Open this window whenever a barcode is scanned Case #



Created 1 assistance record
for [Leroy Jenkins](#)

 **SCAN YOUR NEXT
CLIENT ID CARD** or **DONE**



What is Neighbor Intake

Los Angeles Regional Food Bank

Agency Assistance Report (page 1 of 2)

Report Filters

Include private records: Yes

Report Summary

Total Assistance: \$ 0.00

Assistance Records: 200

Children (0 - 17) Assisted: 0

Adults (18 - 59) Assisted: 18

Seniors (60+) Assisted: 8

Other (unknown) Assisted: 30

Total Cases Assisted: 56

Children (0 - 17) in Assisted Households: 2

Adults (18 - 59) in Assisted Households: 22

Seniors (60+) in Assisted Households: 9

Other (unknown) in Assisted Households: 152

Total Households Assisted: 56 households with a total of 185 members

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What is Neighbor Intake

- Comes with technology to help implement program
 - Laptops
 - Tablets
 - Scanners
 - Laminators



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What is Neighbor Intake

- Tech Pack 1:
 - 1 Laptop
 - 2 Tablets
 - Scanners
 - Laminators



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What is Neighbor Intake

- Tech Pack 1:
 - 3 Tablets
 - Scanners
 - Laminators



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What Neighbor Intake Is NOT!

FOOD POLICE!

We are the Food Bank and our goal is to assist as many people as possible

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Live Demo

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Admin Training

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Onboarding Process

Step 1

Receive and
Sign MOUs for
System and
Equipment

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Onboarding Process

Step 2

Receive
equipment
and begin
digital intake!

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Onboarding Process

Step 3

Handout
cards to
Neighbors!

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Onboarding Process

Step 4

Begin
scanning and
digital
reporting!

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Onboarding Steps

01 - MOUs

02 - Digital Intake

03 - Cards

04 - Scanning

05 - Follow-Up

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Not Convinced?

37 Agencies Currently Using Neighbor Intake

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Not Convinced?

Over 104,155 Neighbors on the system

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Launch Day



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Q and A

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