

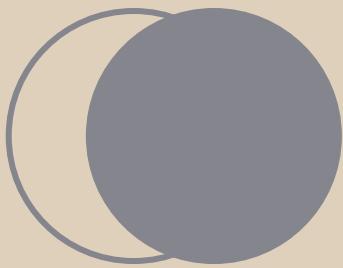


# BACKPACK PROGRAM MANUAL

2025



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# THE NORTHEAST IOWA FOOD BANK

1605 LAFAYETTE STREET WATERLOO, IOWA 50704

Our **MISSION** at the Northeast Iowa Food Bank (NEIFB) is to provide nutritious food and grocery products to nonprofit organizations and individuals in Northeast Iowa, while providing hunger education programs to the area and those in need.



Our **VISION** is a community in which hunger is alleviated and all persons have adequate access to nutritious food. We will strive to accomplish our mission so that food security is ultimately achieved for all households.



# NEIFB & FEEDING AMERICA

## BackPack Program

A Program of  
**FEEDING<sup>®</sup>  
AMERICA**



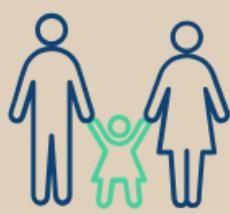
## FEEDING AMERICA

Feeding America® is a nationwide network of over 200 food banks and 60,000 food pantries and meal programs that provides food and services to people each year. The Northeast Iowa Food Bank is a member of Feeding America® and subscribes to its contract, pays membership fees, and adheres to best practices for food banking. In exchange, the NEIFB gains national-level expertise in solving hunger, raising funds, sourcing food, strengthening advocacy, and understanding economic and supply trends. The Northeast Iowa Food Bank has a Feeding America® compliance officer who acts as a resource and who conducts an audit of the Food Bank every two years.

## WHO WE SERVE



CHILDREN



FAMILIES



INDIVIDUALS



SENIORS

# THE BACKPACK PROGRAM

THERE ARE CHILDREN IN AMERICA THAT RELY ON RESOURCES SUCH AS FREE OR REDUCED-PRICED SCHOOL LUNCH DURING THE SCHOOL YEAR. THE BACKPACK PROGRAM IS DESIGNED TO MEET THE NEEDS OF HUNGRY CHILDREN AT TIMES WHEN OTHER RESOURCES ARE NOT AVAILABLE SUCH AS WEEKENDS OR VACATIONS.



## DID YOU KNOW?

- PROGRAM IS FUNDED THROUGH GRANTS AND DONATIONS TO THE NEIFB.
- BAGS ARE PACKED BY VOLUNTEERS THROUGHOUT NUMEROUS YEARLY EVENTS.
- PROVIDED AT NO COST TO EACH NORTHEAST IOWA SCHOOL. PROGRAM RUNS FROM SEPTEMBER-MAY.
- CHILDREN IN GRADES PREK-12 CAN PARTICIPATE IN THIS PROGRAM.
- STUDENTS/PARENTS/GUARDIANS CAN OPT OUT AND CHOOSE NOT TO PARTICIPATE AT ANY TIME.

# STORAGE AND HANDLING

BAGS WILL CONTAIN

## SHELF-STABLE FOOD

- SOME PRODUCTS MAY BE MARKED PAST THE BEST-BY OR EXPIRATION DATE; THEY HAVE BEEN CHECKED AND ARE STILL SAFE TO EAT.
- IF YOU OPEN A BOX OR BAG AND NOTICE A PROBLEM, PLEASE CONTACT THE CHILDREN'S PROGRAMS COORDINATOR.



THERE ARE 8 TOTAL BAGS IN ONE BOX.

INCLUDED ARE 2 BREAKFAST COMPONENTS, 2 LUNCH/MEAL COMPONENTS, 2 FRUIT COMPONENTS AND SOME SNACKS. WE DO OUR BEST TO PROVIDE FROM EACH CATEGORY. EACH BAG WILL WEIGH BETWEEN 2-4 POUNDS.

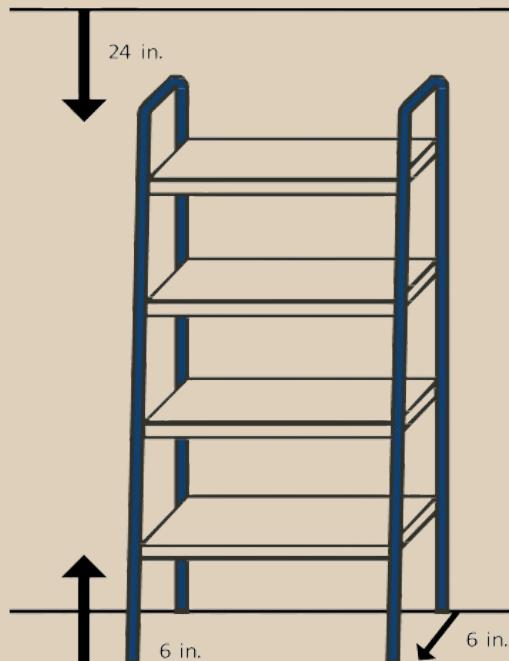


WE ASK THAT NO EXTRA FOOD IS ADDED TO THE BAGS, BUT PERSONAL CARE PRODUCTS MAY BE ADDED IF APPLICABLE.

# STORAGE AND HANDLING CONT.

- THROWING BOXES OR STACKING THEM TOO HIGH CAN INCREASE THE RISK FOR DAMAGED PRODUCTS.
- DO NOT STORE CHEMICALS NEXT TO (OR ABOVE) BAGS.
- **MUST** BE 6 INCHES OFF OF THE GROUND, 6 INCHES AWAY FROM WALLS, AND 24 INCHES FROM THE CEILING.
- FOR ORGANIZATION AND ORDERING PURPOSES, YOU SHOULD UTILIZE THE FIFO (FIRST IN, FIRST OUT) SYSTEM TO ENSURE THE OLDEST PRODUCTS ARE BEING DISTRIBUTED FIRST.
- NOTIFY THE CHILDREN'S PROGRAMS COORDINATOR REGARDING ANY ISSUES WITH PRODUCTS.
- PLEASE KEEP BACKPACK BOXES FOR NEIFB PICKUP.

## EXAMPLE



PLEASE USE  
CAUTION WHEN  
HANDLING  
BACKPACK  
BOXES

# REQUIREMENTS

Coordinators are required to distribute bags a minimum of once per month. The program is offered at no cost to the schools or students and is funded through grants and donations. Being a grant funded program, the Northeast Iowa Food Bank requires coordinators to submit monthly statistics to us by the 6th business day of each month through Agency Express and periodically share success stories about the program. We also request that you complete and facilitate full surveys at the end of the school year and shorter surveys periodically throughout the school year.

These surveys give us feedback to help grow the program.

# REQUIRED FORMS

	<b>FOOD BANK</b>	
<b>BackPack Program</b>		
Information Form 2013-2014		
<hr/> Host School/Organization: _____ Address: _____ School/Agency Number: _____ (4 digit number; Provided by NCIFRS) Name of Coordinator: _____ Coordinator Email: _____ Coordinator Phone: _____ Name of Back Up Coordinator: _____ Back up Coordinator Email: _____ Delivery Instructions: _____ Number of students served at host site: _____ No School Dates (Thanksgiving, Christmas, etc.): _____ _____ _____ _____ _____  <hr/> Supervisor/Site School Name: _____ Address: _____ Name of Contact: _____ Contact Phone: _____ Number of students served: _____  		

## Backpack Program 2003-2004 Registration Form

## AGREEMENT

## INFORMATION

## LETTER AND REGISTRATION

Additionally, each year program partners are required to complete 2 annual documents (Agreement (1) and Information Form (2)). Each of these need to be completed and sent back to **bsassaman@neifb.org**. You will then receive the program specific Parent/Guardian Letter and Registration Form (4). Always keep your staff Background Checks on file!

# AGREEMENT

- BACKPACKS MUST BE DISTRIBUTED A MINIMUM OF ONCE A MONTH BY THE COORDINATORS.
- YOU MUST PLACE BACKPACK ORDERS BETWEEN 4 AND 10 DAYS PRIOR TO YOUR SCHEDULED DELIVERY DATE.
- YOU MUST PROVIDE HELP IN RECEIVING AND UNLOADING DELIVERIES ON THE DESIGNATED DAY.
- YOU MUST KEEP, SUBMIT, AND PROVIDE ACCURATE RECORDS AND NECESSARY INFORMATION UPON REQUEST. PLEASE KEEP REGISTRATION FORMS ON HAND FOR ALL STUDENTS PARTICIPATING IN THE PROGRAM.
- YOU MUST REPORT MONTHLY STATS NO LATER THAN THE 6TH BUSINESS DAY OF THE FOLLOWING MONTH.
- YOU MUST NOT RECYCLE BACKPACK BOXES. PLEASE FOLD AND KEEP FOR PICKUP.

FAILURE TO COMPLY MAY RESULT IN:

THE FIRST INCIDENT WILL BE ISSUED A VERBAL WARNING.

A SECOND OCCURRENCE OF NONCOMPLIANCE WILL RECEIVE A WRITTEN NOTIFICATION.

AFTER A THIRD INCIDENT, THE SCHOOL WILL BE PLACED ON A 30 DELIVERY SUSPENSION.

ANY FURTHER COMPLIANCE FAILURES MAY INCLUDE A RESULT IN 3 MONTHS OF NONSERVICE OR PERMANENT LOSS OF SERVICE.

# ORDERING SCHEDULE

YOU WILL ONLY BE ABLE TO ORDER BETWEEN 4-10 DAYS  
BEFORE YOUR DELIVERY DATE

If your Delivery Day is on ...	You MUST order by MIDNIGHT on ...
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday



## Example:

NEIFB Middle School gets their deliveries every other Tuesday. Their next delivery will be on Tuesday, the 21st of May. NEIFB Middle School's BackPack coordinator should have placed their order no later than Wednesday the 15th (5 business days before delivery), and no earlier than Saturday, May 11th. (10 days before delivery).

	Su	Mo	Tu	We	Th	Fr	Sa
	28	29	30	1	2	3	4
	5	6	7	8	9	10	11
May-24	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1



## Calendar Example:

The yellow is the example delivery date. The green is the dates you can order. The red shows the LAST DAY TO ORDER, and you MUST order no later than MIDNIGHT.



**MARK YOUR CALENDAR TO ORDER BACKPACKS!**

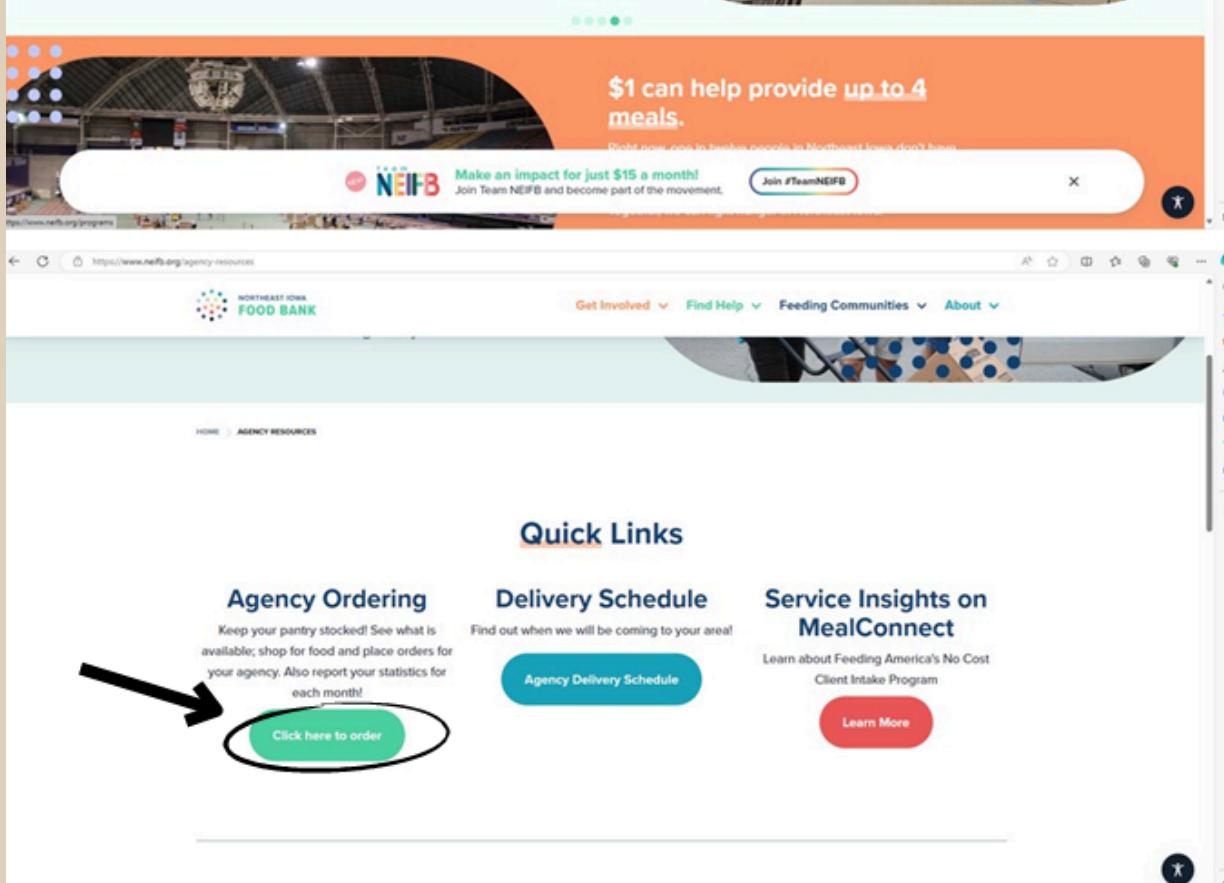
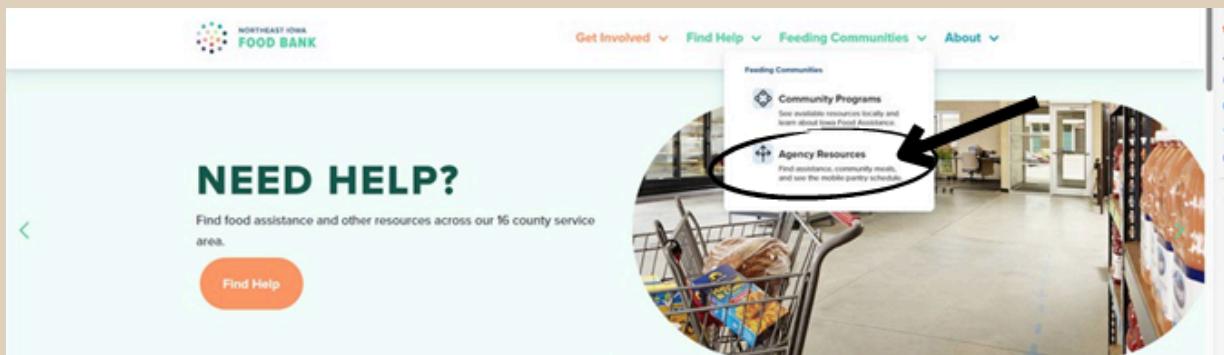
# AGENCY EXPRESS

The BackPack Program orders are processed using the Agency Express platform. Please be sure to follow the proper steps for ordering and completing monthly reporting.

## STEP 1



Open your browser, and access [neifb.org](http://neifb.org).  
Click on the drop down menu 'Feeding Communities'



**NEED HELP?**  
Find food assistance and other resources across our 16 county service area.  
[Find Help](#)

**Feeding Communities**

- Community Programs**  
See available resources locally and learn about local food assistance.
- Agency Resources**  
Find assistance, community meals, and view the mobile pantry schedule.

**\$1 can help provide up to 4 meals.**  
Right now, you can help provide meals to Northeast Iowa's food-insecure families.  
[Join #TeamNEIFB](#)

<https://www.neifb.org/agency-resources>

**Quick Links**

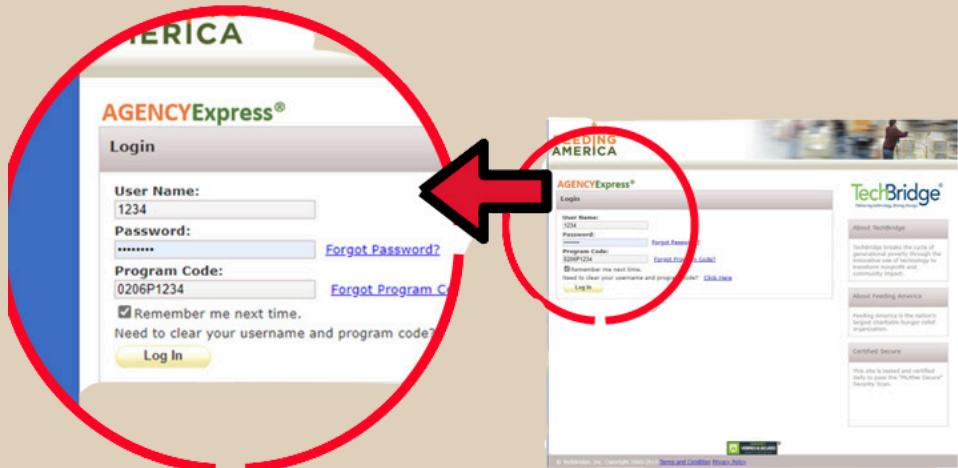
**Agency Ordering**  
Keep your pantry stocked! See what is available; shop for food and place orders for your agency. Also report your statistics for each month!

[Click here to order](#)

**Delivery Schedule**  
Find out when we will be coming to your area!  
[Agency Delivery Schedule](#)

**Service Insights on MealConnect**  
Learn about Feeding America's No Cost Client Intake Program  
[Learn More](#)

# STEP 2: LOGGING ON



CLOSEUP OF LOGIN

FEEDING AMERICA AGENCY  
EXPRESS HOMEPAGE

**Username:** Each agency shopper will have a specific Username. The Username is not case sensitive. Please do not allow anyone else to use your Username.

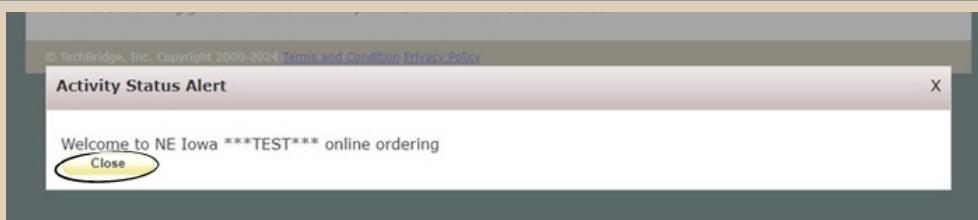
**Password:** The default password is change12. This is case sensitive. All lowercase, no spaces. You may change your password by clicking the HELP tab and choosing Forgot Password? FYI: if you change your password, we can no longer get into your account to help with issues.

**Program Code:** The Program Code is always going to be 0206 (Feeding America NEIFB Agency ID number), the letter P capitalized (case sensitive), and your 4-digit agency number.

Example: 0206P1234

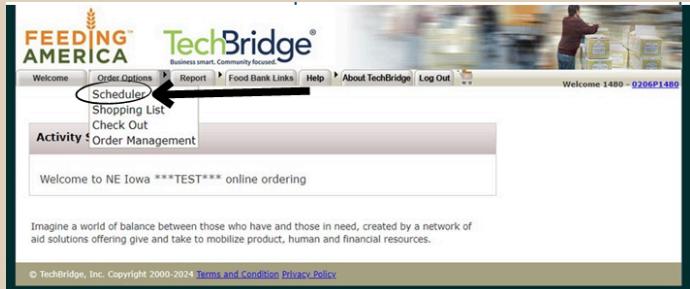
**HINT: CLICK 'REMEMBER ME NEXT TIME' TO SPEED UP THE LOGIN PROCESS!**

Activity Status Alerts will inform you of any closings, trainings, etc. relating to the Food Bank. Please thoroughly read any alerts that appear, and then click 'close'.

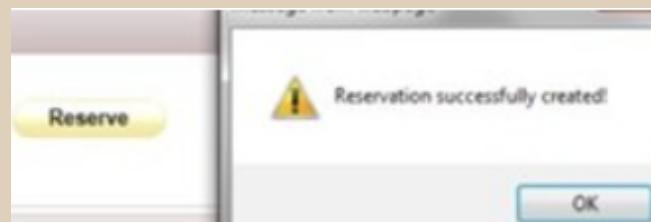
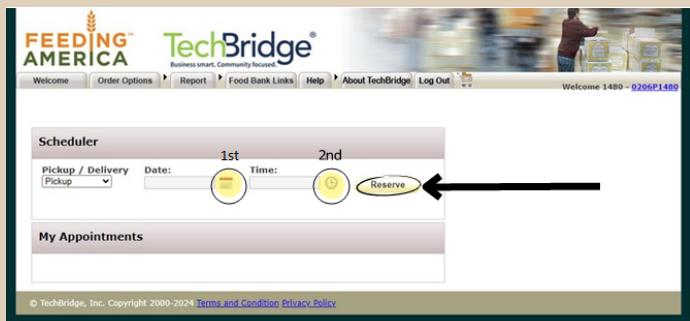


# STEP 3: SCHEDULE PICKUP/CHECK DELIVERY

HOVER OVER 'ORDER OPTIONS' AND CLICK  
'SCHEDULER'>'PICKUP'

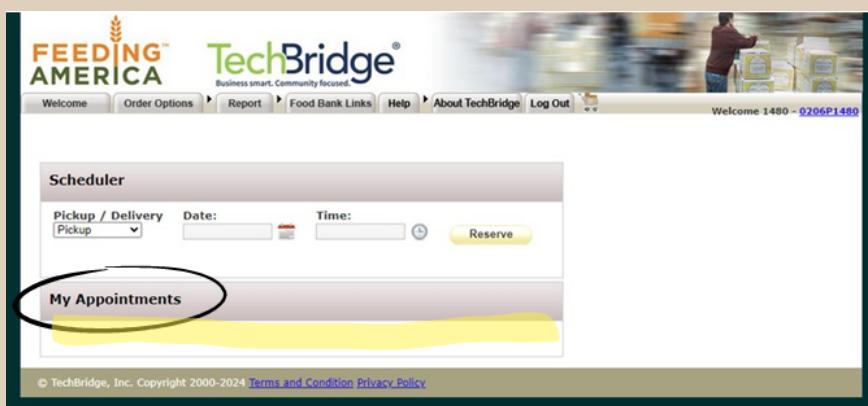


SELECT PICKUP



Select a date and time, and click 'reserve'. A notification will pop up if the reservation has been recorded and accepted.

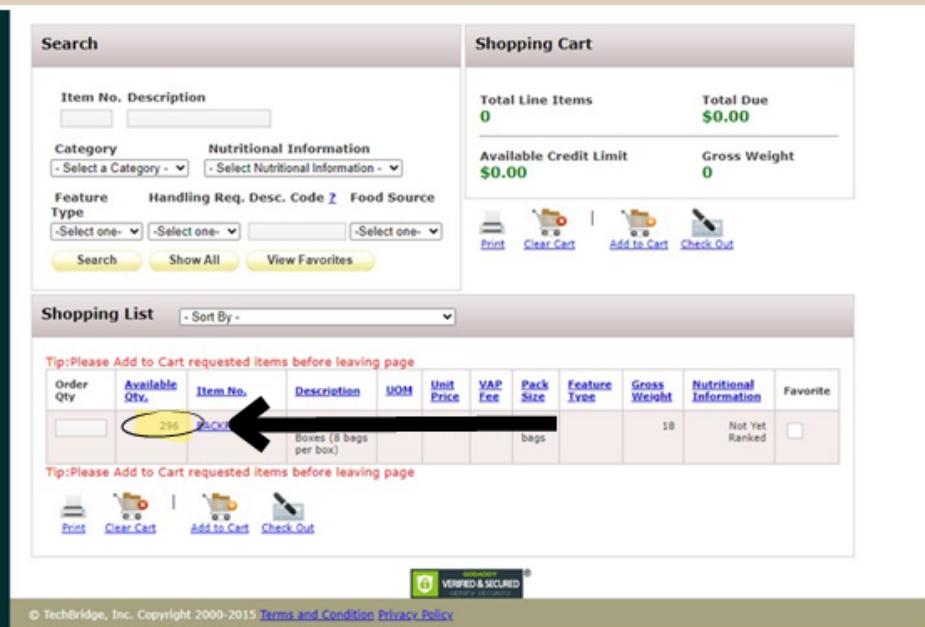
## FOR DELIVERY



Verify your delivery dates/times by checking 'My Appointments'. If it is not accurate, please contact the NEIFB BEFORE ordering. We can fulfill a late order due to issues.

# STEP 4: ORDERING

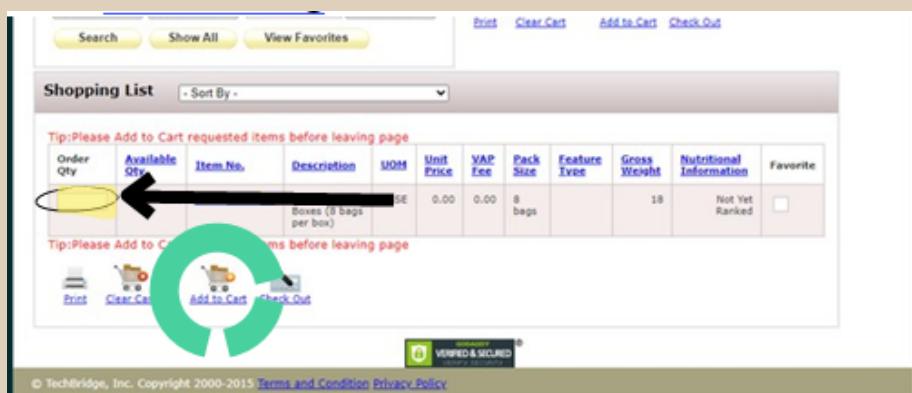
RETURN TO THE HOMEPAGE. HOVER OVER 'ORDER OPTIONS' AND CLICK 'SHOPPING LIST'



The screenshot shows the Feeding America TechBridge ordering interface. At the top, there's a navigation bar with links like 'Welcome', 'Order Options', 'Report', 'Food Bank Links', 'Help', 'About TechBridge', 'Log Out', and a welcome message 'Welcome 1480 - 0206P1489'. Below this is a main content area with a sub-navigation menu on the left: 'Activity', 'Order Management', 'Check Out', and 'Shopping List' (which is highlighted with a yellow box and has a black arrow pointing to it). The main area contains a message about balancing aid solutions and links to 'Terms and Condition' and 'Privacy Policy'. Below this is a section with a green background and white text. The main content area then transitions into the 'Shopping List' section, which includes a search bar with fields for 'Item No.', 'Description', 'Category', 'Nutritional Information', 'Feature Type', 'Handling Req.', 'Desc.', 'Code', 'Food Source', and buttons for 'Search', 'Show All', and 'View Favorites'. To the right is a 'Shopping Cart' summary table showing 'Total Line Items 0' and 'Total Due \$0.00'. Below the search bar is a table for the 'Shopping List' with columns: Order Qty, Available Qty, Item No., Description, UOM, Unit Price, VAP Fee, Pack Size, Feature Type, Gross Weight, Nutritional Information, and Favorite. The first row shows '296 Boxes' with a note 'Boxes (8 bags per box)'. At the bottom of the page are 'Print', 'Clear Cart', 'Add to Cart', and 'Check Out' buttons, along with a 'VERIFIED & SECURED' logo.

**This page shows your shopping cart AND shopping list.**

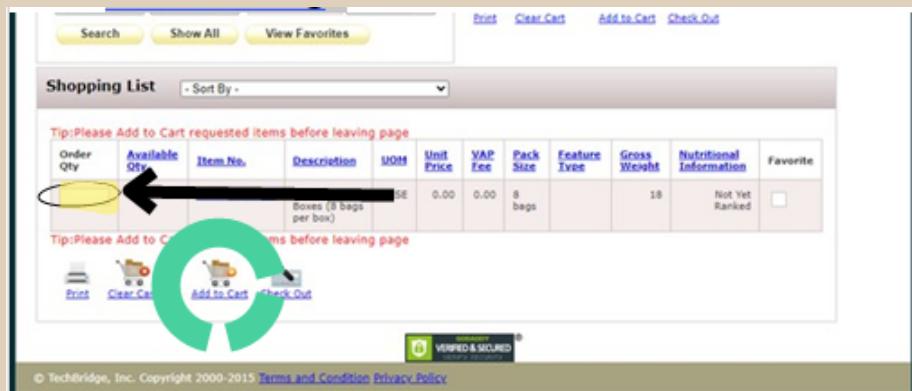
One option will be available, 'BackPacks'. Double check that the quantity exceeds the needs for your order  
- if it is less than the needed amount, please contact the Children's Programs Coordinator.



The screenshot shows the 'Shopping List' page from the previous image. It features a table with a single item: '296 Boxes (8 bags per box)'. A yellow oval highlights the 'Order Qty' column, and a black arrow points to the value '296'. A green circle with a clockwise arrow is overlaid on the 'Add to Cart' button, which is located at the bottom of the table row. The rest of the page structure is identical to the previous screenshot, including the search bar, shopping cart summary, and footer.

Under 'order quantity', type the amount of BackPacks you are needing.

# ORDERING CONT.



**ALWAYS CLICK 'ADD TO CART' BEFORE EXITING THE PAGE.**

A message will appear to confirm that you have added the items to your cart.

If an 'error' occurs, this means that you attempted to order more than what is on stock. Contact the Children's Programs Coordinator.

www.agencyexpress3.org says

Success: Item BACKPACKBLUE added to the cart.

OK



NOTE: If you have successfully added items to your cart, a red number will appear next to the shopping cart in the upper right corner of the page. This number also indicates that the order is in draft status. IT HAS NOT BEEN SUBMITTED TO THE FOOD BANK YET. Click on the cart to CHECK OUT.

# STEP 5: CHECK OUT

CLICK THE SHOPPING CART WITH THE RED NUMBER NEXT TO IT. FOLLOW THE CHECK OUT GUIDELINES BELOW.

**PLEASE DOUBLE CHECK ORDER AND CLICK SUBMIT.**

The screenshot shows the TechBridge software interface for the Northeast Iowa Food Bank America. The top navigation bar includes links for Welcome, Order Options, Report, Food Bank Links, Help, About TechBridge, Log Out, and a user ID (2603-0286P2603). The main content area is divided into two main sections: 'My Appointment' and 'Shopping Cart Summary'.

**My Appointment** section:

- Reference Number: P05314905
- Pickup/Delivery Date: May 2024
- Comments: (Please limit characters (5, 4, 3, 2, 1), when DO is updated or if)
- Delivery Date: May 2024
- Delivery Time: 10:00 AM
- Comments: (Please limit characters (5, 4, 3, 2, 1), when DO is updated or if)
- Comments: (Please limit characters (5, 4, 3, 2, 1), when DO is updated or if)

**Shopping Cart Summary** section:

- Total Due: \$0.00
- Total Line Items: 1
- Gross Weight: 54 lbs
- Total Cube Size: 0 Cu. Ft.
- Available Credit Limit: \$0.00

**Shopping Cart** section:

Order Qty	Item No.	Description	Quantity	UOM	Gross Weight	Unit Price	Packaging Type	Pack Size	Handling Requirements	VAP Fee	Special	Nutritional Information	Feature Type
<input checked="" type="checkbox"/> 3	BACKPACKBLUE	Back Pack Boxes (8 bags per box)	3	CASE	54	0.00	Box	8 bags	Dry	0.00	Not Yet Ranked		

At the bottom of the page, there is a 'VERIFIED & SECURED' logo and copyright information: © TechBridge, Inc. Copyright 2000-2013 [Terms and Condition](#) [Privacy Policy](#).

You must review the following three sections before completing checkout:

- 1. My Appointment**
- 2. Shopping Cart (Review Your Order)**
- 3. Comments**

# CHECK OUT CONT.

## MY APPOINTMENT

This section is used to assign your order to an already pre- reserved appointment time (Delivery Route or Confirmed Pickup).

- Hover over the date and time.
- Select the GREEN date and time, this should be the only option that is shown.

## COMMENT

Click the comment box and write us a reminder or note. This note normally assists our drivers with directions and instructions to the agency.

**DOUBLE CHECK ORDER. DOUBLE CHECK SCHEDULE. DO NOT FORGET TO SUBMIT!**

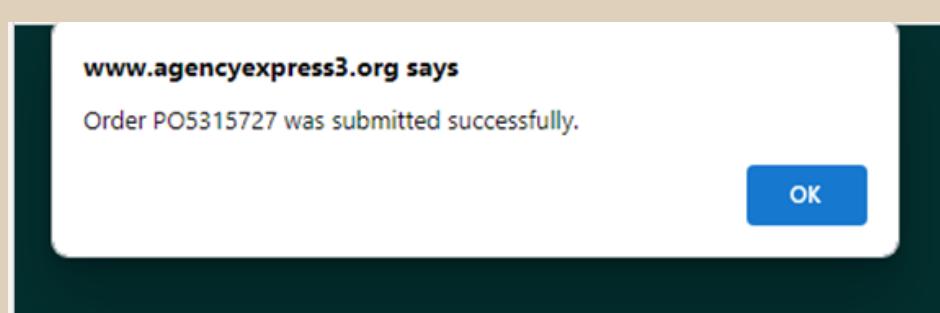
The screenshot shows the TechBridge software interface. At the top, there is a navigation bar with links: Welcome, Order Options, Report, Food Bank Links, Help, About TechBridge, Log Out, and a user ID (Welcome 2603 - 0206P2603). Below the navigation bar, there are two main sections: 'My Appointment' and 'Shopping Cart Summary'. The 'My Appointment' section displays a reference number (PO5315727), pickup/delivery date, and time. It also has a 'Comment' field with a note about character limits. The 'Shopping Cart Summary' section shows the total due (\$0.00), total line items (1), gross weight (54 lbs), and available credit limit (\$0.00). At the bottom of the screen is a 'Shopping Cart' table with columns for Order Qty, Item No., Description, Quantity, UOH, Gross Weight, Unit Price, Packaging Type, Pack Size, Handling Requirements, VAR, Special, Nutritional Information, and Feature Type. The table contains one item: 'BACKPACKBLUE' with a quantity of 3. The bottom right corner of the shopping cart summary area has a red arrow pointing to the 'Submit Cart' button.

### Submit Cart

If everything is accurate, click the 'submit cart' button in the lower right hand corner.

# CONFIRMATION

CLICK 'OK'. THE SHOPPER WILL RECEIVE A CONFIRMATION EMAIL WITHIN 15-20 MINUTES OF THE ORDER BEING SUBMITTED. DOUBLE CHECK THE ATTACHED ORDER CONFIRMATION ONCE YOU HAVE RECEIVED IT.



IT IS YOUR RESPONSIBILITY TO WAIT 20 MINUTES AFTER PLACING YOUR ORDER TO CHECK THAT THE STATUS IS 'ACKNOWLEDGED' THROUGH AGENCY EXPRESS ORDER HISTORY.

# STATUS DESCRIPTIONS

HERE IS A GUIDE TO THE ORDER STATUS DESCRIPTIONS YOU WILL FIND.

<b>Draft Order</b>	Your order has been placed, but not submitted to the Food Bank.
<b>New Order</b>	You have successfully created a new order.
<b>Sent to Food Bank</b>	Your order has been sent to the Food Bank. No changes may be made under this status.
<b>Acknowledged</b>	Your order has been received by our system.
<b>Released</b>	Your order has been completely processed and can no longer be changed.
<b>Editing</b>	You have started making edits to your cart but did not resubmit the cart. IF no changes were made, click 'cancel edit' and the order will be restored to 'acknowledged'.
<b>Cancelled</b>	Your order has been cancelled.
<b>Rejected</b>	Your order has been rejected by the Food Bank. The Food Bank will contact you.
<b>Invoiced</b>	Your order has been delivered or picked up. This is the final status that an order will appear under.

## ICON LEGEND

IDENTIFY WHAT EACH BUTTON DOES TO HELP UNDERSTAND THE SYSTEM BETTER.

	Final submission. <a href="#">Submit Cart</a>		Displays and prints the current list of items. <a href="#">Print</a>
	Add items selected to cart. <a href="#">Add to Cart</a>		Clears all items that have been added to the cart. <a href="#">Clear Cart</a>
	Similar to clicking on the cart with the red number next to it. <a href="#">Check Out</a>		Redirects to the 'shopping list' page. <a href="#">Continue Shopping</a>
	Cancel Order <a href="#">Cancel Order</a>		Refreshes the page. <a href="#">Update Cart</a>
	Edit Order <a href="#">Edit Order</a>		

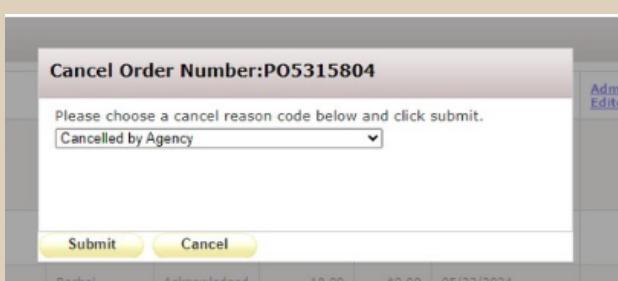
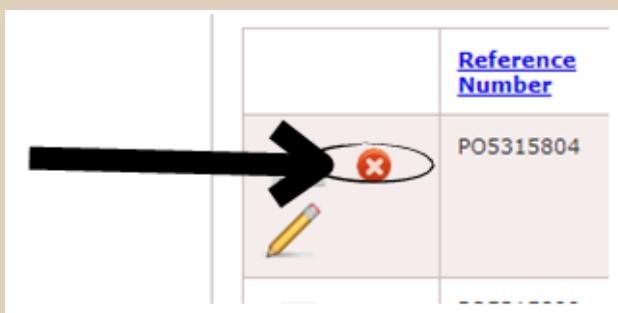
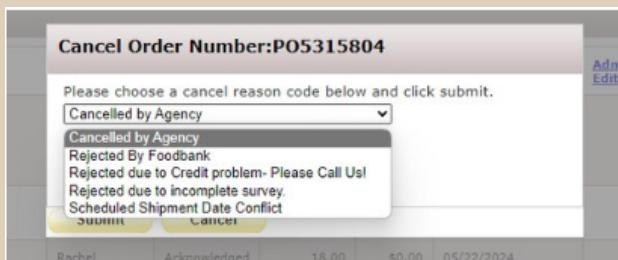
# EDIT/CANCEL AN ORDER

## Edit

If there is a mistake on the order and an adjustment needs to be made, it may be done so approximately 15-20 minutes after the initial order was submitted.

	Reference Number	Created By	Status	Gross Weight	Total Price	Pickup/Delivery Date	Admin Edited	Modified Date
 	POS315804	Rachel Sandhorst	Acknowledged	18.00	\$0.00	05/22/2024		05/15/2024

Click the pencil icon to edit your order. This will reopen your cart and allow you to add items and adjust quantities as needed. Remember to 'add to cart' and 'submit order' before exiting the page.

A screenshot of a 'Cancel Order Number' dialog box. The top bar shows 'Cancel Order Number: POS315804'. Below it, a message says 'Please choose a cancel reason code below and click submit.' A dropdown menu is open, showing 'Cancelled by Agency' as the selected option. At the bottom are 'Submit' and 'Cancel' buttons, and a status bar showing 'Rachel' and 'Acknowledged'.A screenshot of the same 'Cancel Order Number' dialog box, but the dropdown menu is now expanded, showing a list of cancel reasons: 'Cancelled by Agency', 'Rejected By Foodbank', 'Rejected due to Credit problem- Please Call Us!', 'Rejected due to incomplete survey.', and 'Scheduled Shipment Date Conflict'. The 'Cancelled by Agency' option is still selected. The status bar at the bottom shows 'Rachel', 'Acknowledged', '18.00', '\$0.00', and '05/22/2024'.

## Cancel

- Click the delete icon to cancel your order. *You do not have to wait 15- 20 minutes to do this.*
- Hover over 'Cancelled by Agency'
- Choose a cancel reason from the drop-down list.
- Click 'submit'.

# REPORTS AND SURVEYS

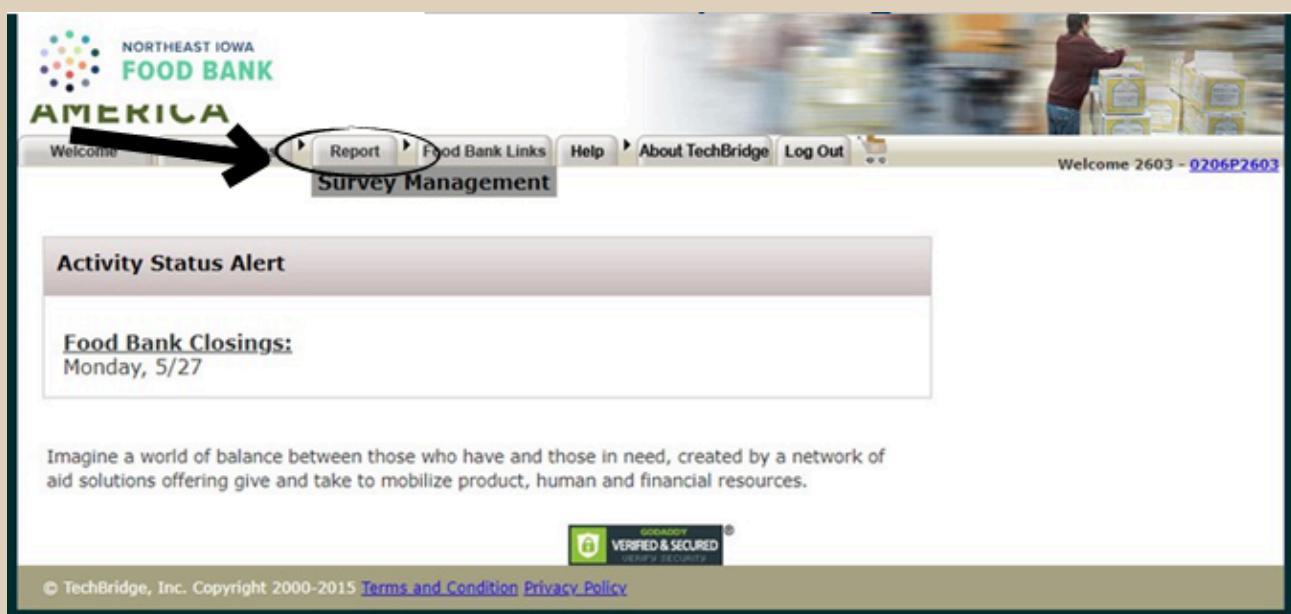
All agencies are required to submit monthly statistics to the Northeast Iowa Food Bank. To submit these, the Agency Express Survey Management will be utilized. These must be entered NO LATER THAN THE 6th BUSINESS DAY OF THE MONTH.

If the school did not distribute, the survey must still be completed indicating that no bags were distributed. If you miss a report, your account will be automatically suspended until you submit the report. You MUST allow 15-20 minutes for the system to recognize your submission and unsuspend your account.



## STEP 1: REPORTS/SURVEYS

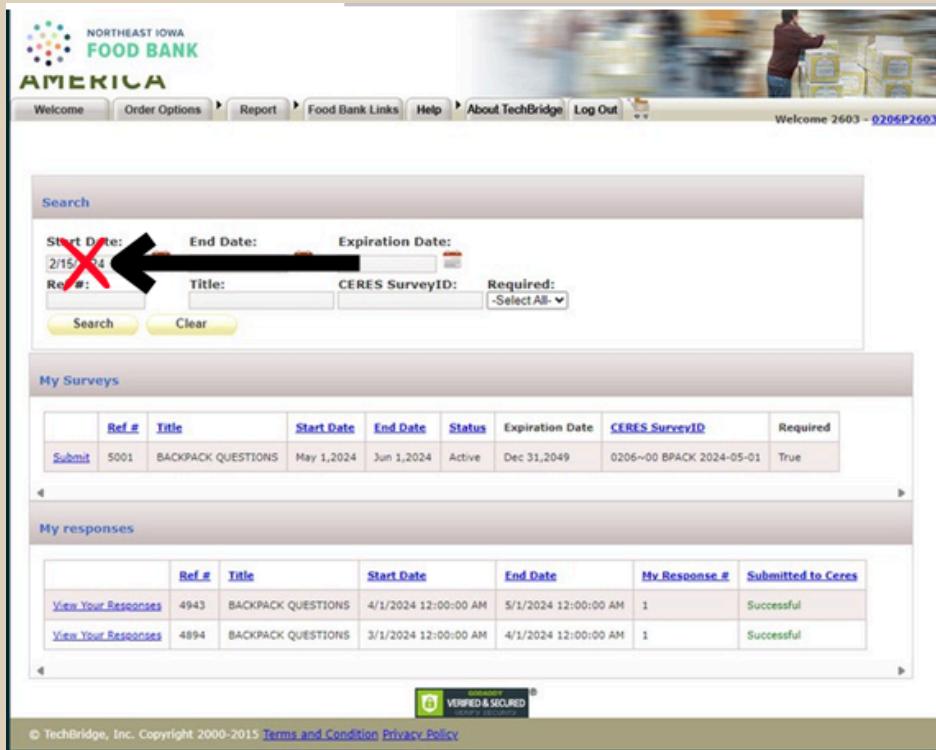
Return to the homepage. Hover over 'Report' and click 'Survey Management'



The screenshot shows the homepage of the Northeast Iowa Food Bank. At the top, there is a navigation bar with links for 'Report', 'Food Bank Links', 'Help', 'About TechBridge', 'Log Out', and a user ID 'Welcome 2603 - 0206P2603'. A large black arrow points to the 'Report' link, specifically highlighting the 'Survey Management' sub-menu item. Below the navigation bar, there is a 'Activity Status Alert' section with a message about 'Food Bank Closings' on 'Monday, 5/27'. At the bottom of the page, there is a footer with a statement about a world of balance between those who have and those in need, and a 'GOOGLETAG VERIFIED & SECURED' logo. The footer also includes copyright information for TechBridge, Inc. from 2000-2015, and links for 'Terms and Condition' and 'Privacy Policy'.

# REPORTS AND SURVEYS CONT.

## STEP 2: LOCATE CORRECT SURVEY



Search

Start Date: **2/15/2024** End Date: Expiration Date:

Report #: Title: CERES SurveyID: Required: **-Select All-**

Search Clear

My Surveys

	Ref #	Title	Start Date	End Date	Status	Expiration Date	CERES SurveyID	Required
Submit	5001	BACKPACK QUESTIONS	May 1,2024	Jun 1,2024	Active	Dec 31,2049	0206~00 BPACK 2024-05-01	True

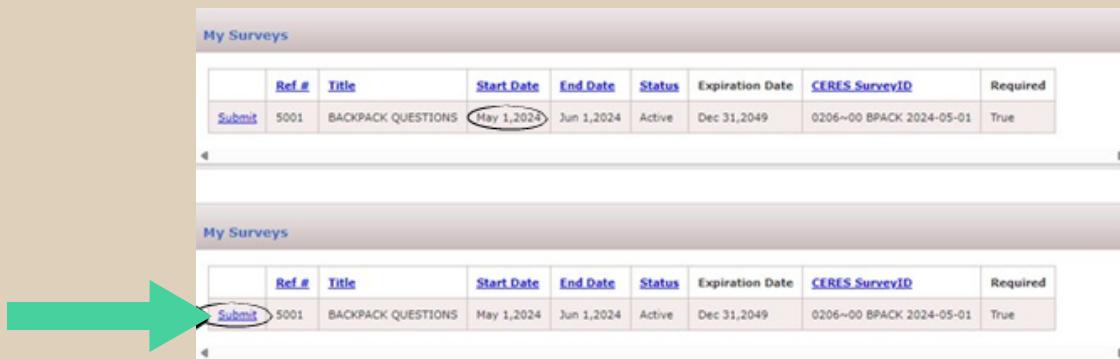
My responses

	Ref #	Title	Start Date	End Date	My Response #	Submitted to Ceres
<a href="#">View Your Responses</a>	4943	BACKPACK QUESTIONS	4/1/2024 12:00:00 AM	5/1/2024 12:00:00 AM	1	Successful
<a href="#">View Your Responses</a>	4894	BACKPACK QUESTIONS	3/1/2024 12:00:00 AM	4/1/2024 12:00:00 AM	1	Successful

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Select the 'start date' and click backspace to delete the current date.  
Click 'search'.

The 'start date' is the month of the report you will submit. This example has May as its start date. May's statistics will be recorded on this report.



My Surveys

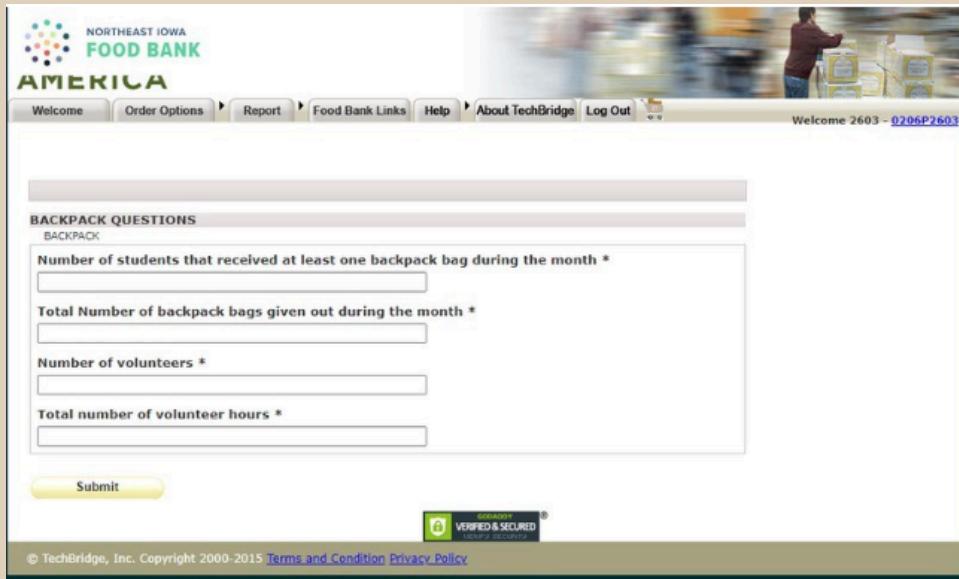
	Ref #	Title	Start Date	End Date	Status	Expiration Date	CERES SurveyID	Required
Submit	5001	BACKPACK QUESTIONS	May 1,2024	Jun 1,2024	Active	Dec 31,2049	0206~00 BPACK 2024-05-01	True

My Surveys

	Ref #	Title	Start Date	End Date	Status	Expiration Date	CERES SurveyID	Required
Submit	5001	BACKPACK QUESTIONS	May 1,2024	Jun 1,2024	Active	Dec 31,2049	0206~00 BPACK 2024-05-01	True

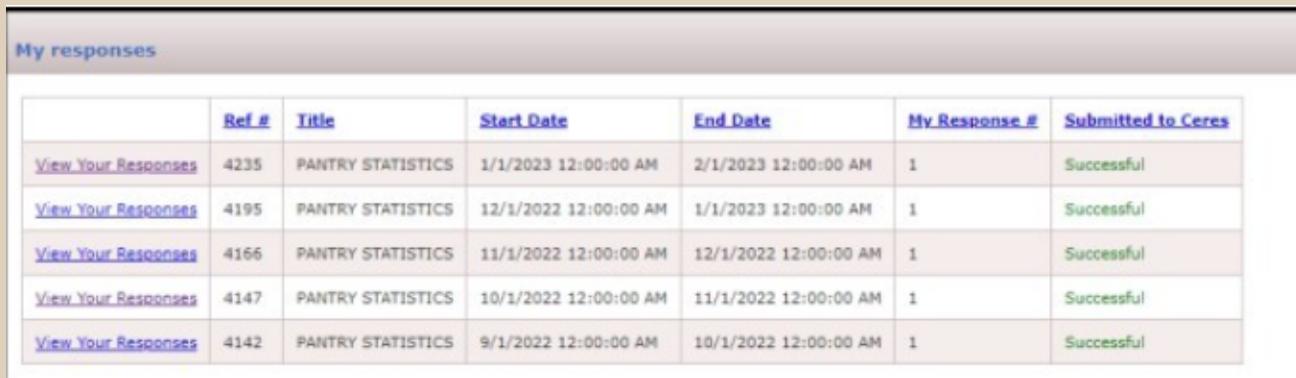
Click 'submit' to open the report and record statistics.

# REPORT AND SUBMIT



The screenshot shows a web page for the Northeast Iowa Food Bank America. The top navigation bar includes links for Welcome, Order Options, Report, Food Bank Links, Help, About TechBridge, Log Out, and a user ID (Welcome 2603 - 0206P2603). The main content area is titled "BACKPACK QUESTIONS" and "BACKPACK". It contains four text input fields: "Number of students that received at least one backpack bag during the month \*", "Total Number of backpack bags given out during the month \*", "Number of volunteers \*", and "Total number of volunteer hours \*". Below these fields is a yellow "Submit" button. At the bottom of the page is a "VERIFIED & SECURED" logo and copyright information: "© TechBridge, Inc. Copyright 2000-2015 [Terms and Condition](#) [Privacy Policy](#)".

Once complete, click submit. Once you have submitted your survey, it will show a chart of all previous or upcoming surveys you have or will take. It is recommended that you review the 'submitted to ceres' column to ensure your report has been successfully submitted.



The screenshot shows a table titled "My responses" with the following data:

	Ref #	Title	Start Date	End Date	My Response #	Submitted to Ceres
<a href="#">View Your Responses</a>	4235	PANTRY STATISTICS	1/1/2023 12:00:00 AM	2/1/2023 12:00:00 AM	1	Successful
<a href="#">View Your Responses</a>	4195	PANTRY STATISTICS	12/1/2022 12:00:00 AM	1/1/2023 12:00:00 AM	1	Successful
<a href="#">View Your Responses</a>	4166	PANTRY STATISTICS	11/1/2022 12:00:00 AM	12/1/2022 12:00:00 AM	1	Successful
<a href="#">View Your Responses</a>	4147	PANTRY STATISTICS	10/1/2022 12:00:00 AM	11/1/2022 12:00:00 AM	1	Successful
<a href="#">View Your Responses</a>	4142	PANTRY STATISTICS	9/1/2022 12:00:00 AM	10/1/2022 12:00:00 AM	1	Successful

# NEIFB CONTACTS

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Contact us for more information on the SNAP benefits toolkit.  
Need us at a back-to-school event? Schedule a time and date  
for us to table at your school!