**Intake Procedure Daily Menu**

**If client has no picture ID-- Daily Menu is always given.**

**Anyone may come in everyday to receive daily menu. No Picture ID is required.**

**Verify that all client personal & family information is correct before adding visit on system. To make changes, click “edit client”. When edit is complete, return to client & add visit.**

1. Clients may choose 1 Grain and 1 Protein.

 Grains ---Bread, Rice

 Proteins---Peanut Butter, Beans

 \*canned beans are only given for those clients who have no way to cook.

2. Explain and give client Community Resource Sheet & Pantry Referral Sheet.