



Recording Assistance on Oasis

Does the Neighbor Have a Barcode Linked to Their Case?

Barcode Examples



Oasis Pantry Pass



Drivers License



Oasis Identification Card

YES

Scan the Neighbor's Barcode



Scan Applicable Assistance Barcodes

(Edit the number of pounds if necessary)



Click or Scan Confirm

(Collect & submit the neighbor's signature if distributing TEFAP/GNAP)

Search for the Neighbor

Use Last Name & Date of Birth (DOB)
(Use First & Last Name if Date of Birth Unknown)

If Found

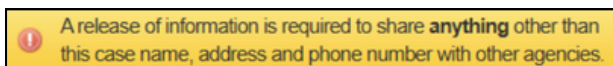
- Confirm identity (DOB, address)
- Once confirmed, add a Pantry Pass
- Scan the applicable assistance barcode
 - Edit the number of pounds if necessary
- Click or scan confirm

If Not Found

- Add a new case
 - Add relationships
 - Add a Pantry Pass
 - Create a new ROI and collect the neighbor's signature
 - Proceed with recording assistance

Keep an Eye Out For

No ROI on file. →



Notes	0
Documents	0
Alerts	1

Outdated Alerts: Delete if no longer applicable. →

If you find duplicates and/or discrepancies, flag the case or notify your Oasis lead.

Visit our Learning Library Oasis page to learn more, accessible on acfb.org/partner-resources.