

## Multi-Day Cafeteria Vouchers

### Overview

Cafeteria vouchers can be requested for a single day or for multiple days, through a single assistance request. The multi-day cafeteria vouchers are described in this section.

### Request Cafeteria Assistance

- Once you are at the Services screen and can search for the assistance, enter Café as the search word.

The screenshot shows a search interface with a navigation bar at the top containing 'Client', 'Screening', 'Information', and 'Se'. Below the navigation bar is a search box with the text 'cafe' entered. A 'Submit' button is located below the search box. Below the search box is a 'Terms' section.

- You will have 4 different vendor options, one for breakfast, one for lunch, one for dinner, and one for multi-day cafeteria. Select the multi-day cafeteria service to add it to the **Service Requests** list.

Vendor	Service	Location
<input checked="" type="checkbox"/> Providence Health Systems - Cafeteria	Multiday Cafeteria Services	PSVMC
<input type="checkbox"/> Providence Health Systems - Cafeteria	Cafeteria - Breakfast	PSVMC
<input type="checkbox"/> Providence Health Systems - Cafeteria	Cafeteria - Dinner	PSVMC
<input type="checkbox"/> Providence Health Systems - Cafeteria	Cafeteria - Lunch	PSVMC


1 - 4 of 4

- Once you have completed your **Service Requests** list, select Next


### Fill in the details for the Assistance Request

- For the Need screen, you will need to specify additional information. You can request assistance for up to 5 days.
- For each day, you will need to specify
  - the date café assistance is required (valid date)
  - the # of people needing assistance
  - the meal types for that day (breakfast, lunch, dinner, or any combination of the 3)
- Repeat this process for each day assistance is needed
- Select Next when you have finished

Food support - Cafeteria Services

**Date of Issue**  
6/9/2015 

----- Day 1 -----


**Valid Date**  
6/10/2015 

**# of people**  
2 ▼

**Meal type**  
Please check all that apply:

- Breakfast - Meal value \$5.00 per person
- Lunch - Meal value \$10.00 per person
- Dinner - Meal value \$10.00 per person

----- Day 2 -----

**Valid Date**  
6/11/2015 


**# of people**  
1 ▼

**Meal type**  
Please check all that apply:

- Breakfast - Meal value \$5.00 per person
- Lunch - Meal value \$10.00 per person
- Dinner - Meal value \$10.00 per person

## The Voucher

If the request is approved, a voucher similar to the following will be created.



**Project Access NOW**  
Community | Care | Connection

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The following service has been authorized by Project Access NOW  
For assistance call (503) 413-5541

Name	Computer, Carrie	Vendor	Providence Health Systems - Cafeteria
Service	Multiday Cafeteria Services	Account	C3CAP
C3-Auth. #	5060472	Phone	
Site	Providence St. Vincent Medical Center	Address	

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*Handwritten changes will not be honored. No cash value.*

Date of Issue	6/9/2015
----- Day 1 -----	
Day 1 – Valid Date	6/10/2015
Day 1 – # of people	2
Day 1 – Meal Type	Breakfast - Meal value \$5.00 per person Lunch - Meal value \$10.00 per person
----- Day 2 -----	
Day 2 – Valid Date	6/11/2015
Day 2 – # of people	1
Day 2 – Meal type	Breakfast - Meal value \$5.00 per person Lunch - Meal value \$10.00 per person Dinner - Meal value \$10.00 per person
----- Day 3 -----	
Day 3 – Valid Date	
Day 3 – # of people	
----- Day 4 -----	
Day 4 – Valid Date	
Day 4 – # of people	
----- Day 5 -----	
Day 5 – Valid Date	
Day 5 – # of people	

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Project Access NOW's Community Assistance Program (C3CAP) certifies that the contracted service provider listed on this voucher will be reimbursed for approved services provided to the person(s) identified on this voucher.  
Submit invoices to Project Access NOW, PO Box 10953, Portland, OR, 97296.  
For questions regarding the program, please call 503-413-5541.

## How the Voucher is Used

- The cafeteria will black out each meal as it is redeemed. It is important to keep the voucher until all of the meals listed on it have been redeemed.
- The voucher may print on multiple pages.