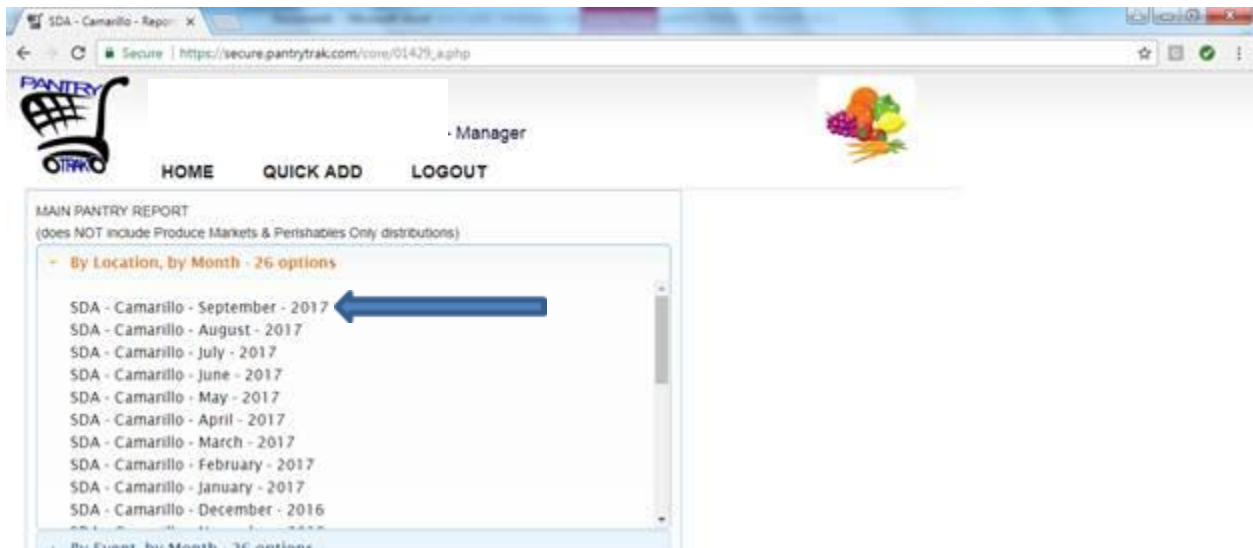


COMPLETING E-SIGNATURE MONTHLY REPORT INSTRUCTIONS



The screenshot shows the PantryTrak Manager main menu. The browser address bar indicates the URL is <https://secure.pantrytrak.com/core/mainmenu.php>. The page features a shopping cart icon with 'PANTRY' and 'OTR' text, a '- Manager' title, and navigation links for 'HOME', 'QUICK ADD', and 'LOGOUT'. A table below lists various menu items, with a blue arrow pointing to the 'Main Pantry Report' link under the 'REPORTS' section.

Main Menu	
Manager Tools	Manage All ID Types eSignature Audit Create Reservations from Prior Services (Offline Service)
Service History Lookup	(to add NEW records, use the correct date from the list below, or use Quick Add) History Lookup
REPORTS	Agency Stats Report Analysis & Learning Center Main Pantry Report
PRIVACY POLICY	Privacy Policy Privacy Policy Posting (recommended)
HELP DESK	Help Desk & Knowledge Base (ask for Help and find Answers about PantryTrak) PT Help Desk



The screenshot shows the 'MAIN PANTRY REPORT' page in the PantryTrak Manager. The browser address bar indicates the URL is https://secure.pantrytrak.com/core/01429_a.php. The page features the same shopping cart icon and navigation links as the previous screenshot. The main content area displays the report title and a list of options under the heading 'By Location, by Month - 26 options'. A blue arrow points to the selected option 'SDA - Camarillo - September - 2017'.

MAIN PANTRY REPORT
(does NOT include Produce Markets & Perishables Only distributions)

- By Location, by Month - 26 options

- SDA - Camarillo - September - 2017
- SDA - Camarillo - August - 2017
- SDA - Camarillo - July - 2017
- SDA - Camarillo - June - 2017
- SDA - Camarillo - May - 2017
- SDA - Camarillo - April - 2017
- SDA - Camarillo - March - 2017
- SDA - Camarillo - February - 2017
- SDA - Camarillo - January - 2017
- SDA - Camarillo - December - 2016

Food Pantry - Summary of Families Served

Report created for Dates: 2017-09-01 through 2017-09-30 for Location -

LOCAL AGENCY STATISTICAL REPORT	A With minor children	B Without minor children	TOTAL (Column A + B)
1. Number of Households	86	142	
2. Number of Seniors Served (age 60+)	43	114	
3. Number of Adults Served (18 - 59)	157	124	
4. Number of Children Served (birth - 17)	218	0	
5. TOTAL Number of People Served (2+3+4)	418	238	

Senior Citizen details	A With senior citizens	B Without senior citizens	TOTAL (Column A + B)
1. Number of Households	112	116	
2. Seniors & Children (Grandparent Households)	17		

Family Statistics	Un-Duplicated	All Service Events	
Households Served	101	228	D
People Served	293	656	E
Average Visits per Family		2.26	
Average Family Size	2.9	2.88	
1 - 3 Individuals in Family	65 (64%)	150 (23%)	A
4 - 6 Individuals in Family	32 (32%)	69 (11%)	B
7+ Individuals in Family	4 (4%)	9 (1%)	C
Age Category Totals			
Kids (0 - 17 years old)	101 (34%)	218 (33%)	
Adults (18 - 59 years old)	126 (43%)	281 (43%)	
Seniors (60+ years old)	66 (23%)	157 (24%)	
Age Group Totals			
0 - 4 years old	19	37	
5 - 17 years old	82	181	
18 - 24 years old	32	82	
25 - 34 years old	12	28	
35 - 59 years old	82	171	
60 - 64 years old	20	48	
65 - 84 years old	43	103	
85+ years old	3	6	

<p>New Families</p> <p>Run Report for PREVIOUSLY served families</p> <p>Run Report for NEW families</p>	<p>NEW Families</p>
--	----------------------------

SDA - Camarillo - Menu x

Secure | https://secure.pantrytrak.com/core/mainmenu.php

PANTRY TRAK **Manager**

HOME QUICK ADD LOGOUT

Main Menu	
Manager Tools	Manage All ID Types eSignature Audit Create Reservations from Prior Services (Offline Service)
Service History Lookup	(to add NEW records, use the Quick Add button. To update from the list below, or use Quick Add: History Lookup)
REPORTS	Agency Stats Report Analysis & Learning Center Main Pantry Report Include Produce
PRIVACY POLICY	Privacy Policy Privacy Policy Printing (recommended)
HELP DESK	Help Desk & Knowledge Base (ask for Help and find Answers about PantryTrak) FT Help Desk

SDA - Camarillo - esig x

Secure | https://secure.pantrytrak.com/core/esig_audit_a.php

PANTRY TRAK **Manager**

HOME QUICK ADD LOGOUT

E-Signature Audit Report

- **By Location, by Month - 26 options**

- SDA - Camarillo - September - 2017
- SDA - Camarillo - August - 2017
- SDA - Camarillo - July - 2017
- SDA - Camarillo - June - 2017
- SDA - Camarillo - May - 2017

Date of Service	Service Visit #	Head of Household	Address City, Zip	Phone	Kids, Adults, Seniors, Total	Service Received	Signature Status
2017-09-12	11387505	19	CAMARILLO 93010	0289	0 + 0 + 1 = 1	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-12	11387512	19	CA	805-388-5010	0 + 0 + 1 = 1	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-12	11387584	25	CA	805-6723	1 + 2 + 0 = 3	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-12	11387747	45	CA	805-482-5027	2 + 3 + 0 = 5	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-12	11387710	13	CA	805-754-5135	7 + 1 + 0 = 8	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-12	11387999	78	CA	818-400-1230	2 + 2 + 0 = 4	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-12	11388004	41	CA	None	2 + 2 + 0 = 4	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-12	11387732	69	CA	805-388-5077	0 + 1 + 1 = 2	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-12	11387896	22	CA	None	0 + 1 + 0 = 1	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-12	11387751	22	CA	805-987-4373	0 + 2 + 1 = 3	Pantry - Prepack - 3 day	Not Indicated - Attention Required

Special Notes for California Agencies

First Service this Month: Yes - 52
 First Service this Month: No - 2
 First Service this Month: Data Not Available - 0

F

First Service this Month: Household Members - Yes - 158
 First Service this Month: Household Members - No - 0
 First Service this Month: Household Members - Data Not Available - 0

G

Forms used on this report:

Form ID - 52, Form # - CA_EFA-7A-ENG, Effective Start - 2017-07-01, Effective End - 2018-05-30, Income Limits - YEAR, MONTH

There are 174 service records that were found for this report that DO NOT have an eSignature

Date of Service	Service Visit #	Head of Household	Address City, Zip	Phone	Kids, Adults, Seniors, Total	Service Received	Signature Status
2017-09-05	1130329	11	La West Bank St. Chgoed	805-760-0625	0 + 1 + 0 = 1	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-05	1130329	17	CA	805-228-6602	4 + 1 + 0 = 5	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-05	1130329	71	CA	805-482-5353	0 + 0 + 1 = 1	Pantry - Prepack - 3 day	Not Indicated - Attention Required
2017-09-05	1130330	48	CA	805-663-8482	0 + 1 + 0 = 1	Pantry - Prepack - 3 day	Not Indicated - Attention Required



FOOD Share, Inc.
USDA Monthly Report Due the 5th of each month
 Fax Completed Form to 805-604-1542
 Attn: Agency Relations

PLEASE PRINT!

Report for the Month of _____ YEAR: _____

Name of Agency _____ Agency Account # _____

US _____

Name of Person Completing Report _____

Daytime Phone Number _____

ELECTRONIC SIGNATURE (e-signature)

Section B

USDA Agencies complete this section

A	B	C	D	E	F	G
# of Small Families (1-3)	# of Med Families (4-6)	# of Large Families (7+)	Total # of Households (A+B+C)	Total # of all People (aka individuals, family members)	Total # of New Households (# of "YES")	Total # of New "Yes" Household Members (# family members of "YES")
150	69	9	228	656	52	158

Number of Households Turned Away _____ Number of People Turned Away _____