

E-Signature Instruction Process

If client **IS NOT** receiving USDA commodities but is taking all other pantry food products be sure to click on “NOT REQUIRED” and then “SERVED”.

HOW DID THEY SIGN?
Signed Paper Form | Signed Electronic Form | **Not Required** | Required, NOT Signed

SERVICE VISIT STATUS:
Reserved | **Served** | No Show | Cancelled by Client | Cancelled internal | Duplicate void | Rescheduled

Alt IDs

"Take-a-Number" tracker (optional) Client's # in line -0 | Choose Serving Status

Close Window | Reload

Close Window & Add ANOTHER Service for this same family

Family Status
 New Family Previously Served

If client **IS** receiving USDA commodities but is new to your pantry and **IS NOT** in the Pantry Trak system, be sure to have them sign the hard copy EFA-7 sign-in sheet. When entering them into the Pantry Trak system, be sure to confirm that the date matches the date that they signed the EFA-7 sign-in sheet and click on “SIGNED PAPER FORM” and click on “SERVED”.

HOW DID THEY SIGN?
Signed Paper Form | Signed Electronic Form | Not Required | Required, NOT Signed

SERVICE VISIT STATUS:
Reserved | **Served** | No Show | Cancelled by Client | Cancelled internal | Duplicate void | Rescheduled

Alt IDs

"Take-a-Number" tracker (optional) Client's # in line -0 | Choose Serving Status

Close Window | Reload

Close Window & Add ANOTHER Service for this same family

Family Status
 New Family Previously Served

If client IS receiving USDA commodities and is in the Pantry Trak system already, go directly to the top of the clients main card and click on the “E-Signature” tab. There is no need to click on “SERVED” or any other indicator under “HOW DID THEY SIGN?” as the system will automatically record the transaction as “SERVED”.

E-Signature Audit List | Home Visit Update

http://pantrytrak.com/core/reservation_edit2.php?service_event_id=8143299

Main | E-Signature | Served Last on: 11/17/2016 | Additional Info | Notes | Family Members | Close Window | Reload

Zuniga, Josefina

Family Size	6	Children	2	Adults	4	Seniors	0
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Family Notes
Need income..

Proxy

Last: First: Middle: Suffix:
Zuniga Josefina Middle Name:

Homeless

Address 1: Address 2: Apt#, Lot#, etc

Zip Code: 93060 City: SANTA PAULA State: CA County: VENTURA County

OPTIONAL Address Verified: No Yes

Main Phone: 2nd Phone:
None No Phone Number

If the recipient has not previously signed via e-signature the USDA disclosure statement acknowledging that **“I understand that if I only want to receive USDA Commodities, no further information is required. To receive other food/services provided by this agency, additional information may be required”** (see sample attached), this will be the first screen that will appear. Make sure sure that the recipient reads the statement, (we recommend displaying the enlarged printed disclosure statement enclosed next to the computer screen) understands, and then if they choose to continue, have the recipient personally type their initials and direct them to hit the **“I Understand”** key.

2016-11-30 Pantry - Res... Service Visit Update

https://secure.pantrytrak.com/core/reservation_edit2.php?service_event_id=8310311

Main E-Signature Served Last on: 08/13/2015 Additional Info Notes Family Members Close Window Reload

Head of Household (HH) Last- Garcia First- Maria Middle- [] []

Address [] (Street address) Housing Type- []

City, State, Zip [] (Apt #, Lot #, etc.) CA 93060 VENTURA County

I understand that if I only want to receive USDA Commodities, no further information is required. To receive other food/services provided by this agency, additional information may be required

Yo entiendo que si yo sólo quiero recibir USDA Materias Primas , no se requiere más información . Para recibir otros alimentos / servicios ofrecidos por esta agencia , se puede requerir información adicional

Name of Person Signing Garcia, Maria Date 11-30-2016 Initials MG Household Position Head of Household

EFA 7A (ENG/SP) (3/11) EMERGENCY FOOD ASSISTANCE PROGRAM (Limits Rev. 4/16)

NOT VALID PRINTED FORM - E-signature Only

This next screen will appear. Mark the **“Yes”** or **“No”** button after the client answers as to whether or not this is their first time receiving any USDA commodities this month and then have them put their initials and press **“I AGREE”** button. If the client cannot recall if they have been to your pantry previously that same month when you distributed USDA commodities, look on the top tab entitled **“SERVED LAST ON:”** which will always show their last date at your pantry only.

2016-11-30 Pantry - Res... Service Visit Update

https://secure.pantrytrak.com/core/reservation_edit2.php?service_event_id=8310311

Main E-Signature Served Last on: 08/13/2015 Additional Info Notes Family Members Close Window Reload

EMERGENCY FOOD ASSISTANCE PROGRAM (EFAP) CERTIFICATION OF ELIGIBILITY

CERTIFICACION DE ELEGIBILIDAD PARA EL PROGRAMA DE ASISTENCIA PARA RECIBIR ALIMENTOS EN CASO DE EMERGENCIA (EFAP)

FOR AGENCY USE

SVDP - St. Sebastian 11/30/16 11:03PM

235 N 9TH ST SANTA PAULA, CA 93060 Tom Lugo 805-525-8709

CERTIFICATION Please read before completing

- I certify under penalty of perjury that my household income for the past 30 days does not exceed the Emergency Food Assistance Program's (EFAP) posted monthly guidelines, or for the past twelve months does not exceed the annual guidelines and that the number listed for my household size is true and correct. Commodities are for my personal home use, not to be sold, traded, or given away.
- I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

CERTIFICACION Por favor léalo antes de llenar

- Certifico bajo pena de perjurio que durante los últimos 30 días, los ingresos de mi hogar no excedieron las normas mensuales del Programa de EFAP, las cuales están colocadas en un lugar visible, y tampoco excedieron las normas anuales durante los últimos 12 meses. También certifico que el número de personas en mi hogar, como yo lo indico en este formulario, es verdadero y correcto. Los alimentos/productos que yo reciba son para uso personal en mi hogar y no se deben vender, cambiar, ni regalar.
- Entiendo que una firma electrónica tiene el mismo efecto legal y se puede hacer cumplir en la misma forma que una firma escrita.

ELECTRONIC SIGNATURE FORM

Garcia, Maria ADDRESS/DIRECCION SANTA PAULA 93060

Number of people in household/Número de personas en el hogar: TOTALS/TOTALES: 7

Is this your first visit this month? ¿Es ésta su primera visita del mes?

Yes/Si No

Name of Person Signing Garcia, Maria Date 11-30-2016 Initials MG Household Position Head of Household

I Agree

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is

If you have received a signed authorization for pick-up form EFA-15 referred to as a "sapu", first be sure to add that authorized person's name in the "PROXY" section on the client's main card and then click on the "Notes" tab on the top of the client's main card to record the date of receipt. (Remember these EFA-15 must be renewed every 30 days)

The screenshot shows the client main card for Garcia, Maria. The proxy name is Paul Jones. The 'Notes' tab is selected. The form includes fields for Last, First, Middle, and Suffix names, address, zip code, city, state, county, and phone numbers. A table below shows service details and a list of family members.

Service Provided	Add Secondary Service	Date & Time	Optional Reporting
Pantry - Prepack - 3 day		11/30/2016 at Time	(Show)

First Name	Middle	Last Name	Suffix	Date of Birth	Age	Age Group	Gender	Identification	Status
		Garcia		02/07/1968	48	35 - 59	F	Needed	Active
		Garcia		06/25/1965	51	35 - 59	F	Needed	Active
		Garcia		03/10/1996	20	18 - 24	F	Needed	Active
		Garcia		10/16/1997	19	18 - 24	F	Needed	Active

After hitting the "Notes" tab on top, this next screen below will show. Under the "SERVICE VISIT NOTES" put sapu (abbreviation for "SIGNED AUTHORIZATION PICK-UP FORM EFA-15") the date of the authorization form and the name of the Proxy. Remember that all EFA-15 forms must be updated every 30 days). Then click on "E-SIGNATURE"

The screenshot shows the 'Notes' tab. The 'FAMILY NOTES' field contains 'no income'. The 'SERVICE VISIT NOTES' field contains '11/30/16-PROXY Paul Jones'. The 'E-Signature' tab is highlighted in the top navigation bar.

If this is the first time that this client/proxy has been asked to do an e-signature for USDA the disclosure statement will appear and the proxy's name will need to be typed in the "NAME OF PERSON SIGNING" section and under the "Household Position" section use the drop down to click on "PROXY" the proxy must type their initials in the appropriate box and then click on the "I UNDERSTAND" button.

The screenshot shows the e-signature screen. The proxy name is Paul Jones, the date is 11-30-2016, and the household position is Proxy. The 'I UNDERSTAND' button is highlighted. The form includes a disclosure statement and a section for the name of the person signing, date, initials, and household position.

This next screen (seen below) will appear and after clicking on either the "YES" or "NO" question, the Proxy's name will need to be inputted (if not there already), in the "NAME OF PERSON SIGNING" section and under the "Household Position" section use the drop down to click on "PROXY" the proxy must type their initials in the appropriate box (if not there already) and then click on the "I AGREE" button.

EMERGENCY FOOD ASSISTANCE PROGRAM (EFAP) CERTIFICATION OF ELIGIBILITY
CERTIFICACIÓN DE ELEGIBILIDAD PARA EL PROGRAMA DE ASISTENCIA PARA RECIBIR ALIMENTOS EN CASO DE EMERGENCIA (EFAP)
FOR AGENCY USE

SVDP - St. Sebastian 11/30/16 11:03PM
 FOOD DISTRIBUTION AGENCY NAME/NOMBRE DE LA OFICINA/AGENCIA DE DISTRIBUCIÓN DE ALIMENTOS: DISTRIBUTION DATE & TIME/FECHA Y HORA DE DISTRIBUCIÓN:

235 N 9TH ST SANTA PAULA, CA 93060 Brenda Irby 805-525-8709
 DISTRIBUTION SITE ADDRESS/DIRECCIÓN DEL LUGAR DE DISTRIBUCIÓN: CONTACT NAME/NOMBRE DEL CONTACTO: CONTACT PHONE/TELÉFONO DEL CONTACTO:

CERTIFICATION Please read before completing
CERTIFICACION Por favor léalo antes de llenar

I certify under penalty of perjury that my household income for the past 30 days does not exceed the Emergency Food Assistance Program's (EFAP) posted monthly guidelines, or for the past twelve months does not exceed the annual guidelines and that the number listed for my household size is true and correct. Commodities are for my personal home use, not to be sold, traded, or given away.
 I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

Certifico bajo pena de perjurio que durante los últimos 30 días, los ingresos de mi hogar no excedieron las normas mensuales del Programa de EFAP, las cuales están colocadas en un lugar visible, y tampoco excedieron las normas anuales durante los últimos 12 meses. También certifico que el número de personas en mi hogar, como yo lo indico en este formulario, es verdadero y correcto. Los alimentos/productos que yo reciba son para uso personal en mi hogar y no se deben vender, cambiar, ni regalar.
 Entiendo que una firma electrónica tiene el mismo efecto legal y se puede hacer cumplir en la misma forma que una firma escrita.

ELECTRONIC SIGNATURE FORM

Garcia, Maria 265 S BECKWITH RD, SPC 21A Federal Poverty Guidelines/Normas Federales de Pobreza 150%
 NAME/NOMBRE ADDRESS/DIRECCIÓN HOUSHOLD/CASA: 7
 805-525-0169 SANTA PAULA 93060 ANNUAL/ANUAL \$55,095
 PHONE/TELÉFONO CITY/CIUDAD ZIP CODE/CÓDIGO POSTAL MONTHLY/MENSUAL \$4,591

Number of people in household/Número de personas en el hogar: TOTALS/TOTALES: 7

Is this your first visit this month? ¿Es ésta su primera visita del mes?

Yes/Si No

Name of Person Signing: Paul Jones Date: 11-30-2016 Initials: PJ I Agree Household Position: Proxy

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, it is prohibited to discriminate on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity.
 The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, marital status, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by

Now, you will be able to immediately see the last date you received an EFA-15 for your client in order to request an updated form when it has expired by just hovering over the blue and white Info icon. See example below

2016-11-30 Pantry - Resv x

https://secure.pantrytrak.com/core/reservation_list.php?event_id=1523&date=11%2F30%2F2016

HOME Lists: Expanded Serving Check-In Serving/Check-In Offline Reload Page

Search for a Family...

Found 54 matches - Hover over the info icon to see more information. Clicking the link will add the visit immediately. RESET Expand

Name	Info	Address	City, State	Zip	Last Served	Phone	Merge?																																																				
Garcia, Maria	319 ACA		PAULA, CA	93060	11/22/2016	805-525-																																																					
Garcia, Maria	265 S BE		PAULA, CA	93060	08/13/2015	805-525-																																																					
265 S BECKWITH RD, SPC 21A SANTA PAULA, CA 93060 - VENTURA County Phone 1: 805-525-0169, Phone 2: no income PROXY- Paul Jones 11/30/2016 PROXY Paul Jones																																																											
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Garcia, Maria	722 A ST		RE, CA	93015		805-421-																																																					
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Garcia, Maria	1403 E M		PAULA, CA	93060	05/26/2016	805-721-																																																					

Viewing your e-signature audit. Go to your main organization page and click on “eSignature Audit”.

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 [date] date from the list below, or use Quick Add) History Lookup		
REPORTS	- Agency Stats Report	** NEW ** Analysis & Learning Center	Main Pantry Report Include Produce
HELP DESK	Help Desk & Knowledge Base (as Help and find Answers about PantryTrak) PT Help Desk		

11/13/2016 Sunday - Testing completed. All systems normal. Thanks, PT Systems Team

Serve Families on 11/30/2016

Pantry

Jump to day

Select Event: [Pantry] Choose a Date: 11/30/2016 Submit

Service Log

Current By Year

Event	Date	# Reservations	Check-in
Pantry	11/30/2016	1	Check-in
Pantry	11/22/2016	222	Check-in
Pantry	11/17/2016	292	Check-in

Service Snapshot

	Visit Records	Served
Today	1	0
This Week	1	0
This Month	912	883
This Year	9735	9565

click chart below for NEW report

Click on the month you would like to review.

E-Signature Audit Report

By Location, by Month - 18 options

- SVDP - St. Sebastian - November - 2016
- SVDP - St. Sebastian - October - 2016
- SVDP - St. Sebastian - September - 2016
- SVDP - St. Sebastian - August - 2016
- SVDP - St. Sebastian - July - 2016
- SVDP - St. Sebastian - June - 2016
- SVDP - St. Sebastian - May - 2016
- SVDP - St. Sebastian - April - 2016
- SVDP - St. Sebastian - March - 2016
- SVDP - St. Sebastian - February - 2016
- SVDP - St. Sebastian - January - 2016
- SVDP - St. Sebastian - December - 2015
- SVDP - St. Sebastian - November - 2015
- SVDP - St. Sebastian - October - 2015
- SVDP - St. Sebastian - September - 2015
- SVDP - St. Sebastian - August - 2015
- SVDP - St. Sebastian - July - 2015
- SVDP - St. Sebastian - June - 2015

By Event, by Month - 18 options

Location, by Date Range

Event, by Date Range

Special Client Acknowledgement, by Date Range

You will be able to review all e-signature information

E-Signature Audit list for 11/01/2016 through 11/30/2016 , SVDP - St. Sebastian

There are 861 service records that were found for this report that have an eSignature

Date of Service	Service Visit #	Head of Household	Address City, Zip	Phone	Kids, Adults, Seniors, Total	Service Received	Form Type	Signed By	Signature Initials	Household Position	Income Limits	First Service this Month	Signed on:	Audit View
016-1-10	8047628		RD HMOND SANTA PAULA 93060	805-525-4310	1 + 4 + 0 = 5	Pantry - Prepack - 3 day	25		GA	head of household	42660 3555	yes	2016-11-10 7:14:53	8047628
016-1-10	8045780		AI RD SANTA PAULA 93060	None	3 + 2 + 0 = 5	Pantry - Prepack - 3 day	25		RAA	head of household	42660 3555	yes	2016-11-10 6:17:43	8045780
016-1-22	8259075		S BECKWITH RD SANTA PAULA 93060	None	2 + 4 + 0 = 6	Pantry - Prepack - 3 day	25		AA	head of household	48870 4072.50	No	2016-11-22 8:44:17	8259075
016-1-03	7972227		S BECKWITH RD SANTA PAULA 93060	None	2 + 4 + 0 = 6	Pantry - Prepack - 3 day	25		AA	head of household	48870 4072.50	yes	2016-11-03 9:20:17	7972227
016-1-10	8049279		S BECKWITH RD SANTA PAULA 93060	None	2 + 4 + 0 = 6	Pantry - Prepack - 3 day	25		AA	head of household	48870 4072.50	No	2016-11-10 8:36:06	8049279
016-1-17	8144931		S BECKWITH RD SANTA PAULA 93060	None	2 + 4 + 0 = 6	Pantry - Prepack - 3 day	25		AA	head of household	48870 4072.50	No	2016-11-17 8:32:41	8144931

As long as the Proxy is selected during the E-Signature process, this will be reflected in the Household Position column of the Audit.

E-Signature Audit list for 09/01/2016 through 09/30/2016 , California Food Banks

There are 4 service records that were found for this report that have an eSignature

Date of Service	Service Visit #	Head of Household	Address City, Zip	Phone	Kids, Adults, Seniors, Total	Service Received	Form Type	Signed By	Signature Initials	Household Position
2016-09-20	823360	James, Jame	James Way WEST SALEM 44287	None	0 + 1 + 0 = 1	Pantry - Choice - 3 day	25	James, Jame	JJ	proxy
2016-09-21	823296	Mollenkopf, Mark	5791 SOME STREET Bedrock 88802	555-555-1212	0 + 1 + 1 = 4	Pantry - Choice - 3 day	25	Mollenkopf, Mark	MM	head of household
2016-09-21	823365	Prince, Diana	1942 AMAZON CTD Bedford Falls 88801	614-555-8327	0 + 2 + 0 = 2	Pantry - Choice - 3 day	25	Rogers, Steve	SR	proxy
2016-09-20	823361	Rice, Teriyaki	2400 Bean Street CAMARILLO 93010	None	0 + 1 + 0 = 1	Pantry - Choice - 3 day	25	Rice, Teriyaki	TR	head of household

Using Service Notes would accomplish your updates and still be easily accessible when you hover over the Service Visit # in the Audit.

E-Signature Audit list for 09/01/2016 through 09/30/2016 , California Food Banks

There are 4 service records that were found for this report that have an eSignature

Date of Service	Service Visit #	Head of Household	Address City, Zip	Phone	Kids, Adults, Seniors, Total	Service Received	Form Type	Signed By	Signature Initials	H																	
2016-09-20	823360	James, Jame	James Way WEST SALEM 44287	None	0 + 1 + 0 = 1	Pantry - Choice - 3 day	25	James, Jame	JJ	pro																	
2016-09-21	823296	Mollenkopf, Mark	5791 SOME STREET Bedrock 88802	555-555-1212	0 + 1 + 1 = 4	Pantry - Choice - 3 day	25	Mollenkopf, Mark	MM	hea hou																	
2016-09-21	823365	Prince, Diana																									
2016-09-20	823361	R	1942 AMAZON CTD, - Bedford Falls, PT 88801 Barrymore County - Phone1: 614-555-8327 , Phone2:		PROXY- Steve Rogers																						
Forms used on this re Form ID - 25, Form #		<table border="1"> <thead> <tr> <th>Name</th> <th>DOB</th> <th>Age</th> </tr> </thead> <tbody> <tr> <td>Diana Prince</td> <td>07/07/1992</td> <td>23</td> </tr> <tr> <td>Steve Rogers</td> <td>07/12/1988</td> <td>28</td> </tr> </tbody> </table>			Name	DOB	Age	Diana Prince	07/07/1992	23	Steve Rogers	07/12/1988	28	<table border="1"> <thead> <tr> <th>Date</th> <th>Status</th> <th>Service Type</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>09/21/2016</td> <td>Served</td> <td>Pantry - Choice - 3 da</td> <td>9/21/16 - Steve Rogers</td> </tr> <tr> <td>06/14/2016</td> <td>Reserved</td> <td>Pantry - Choice - 3 da</td> <td></td> </tr> </tbody> </table>		Date	Status	Service Type	Notes	09/21/2016	Served	Pantry - Choice - 3 da	9/21/16 - Steve Rogers	06/14/2016	Reserved	Pantry - Choice - 3 da	
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Finally, just to clarify: the **only** thing other pantries see in the Notes section are the system global messages. In keeping with our Diana Prince example, if Steve Rogers changed from just a Proxy to moving in and becoming Head Of Household, every agency would see the following system message:

Family Notes

9/21/2016 - Head of Household changed from Diana Prince to Steve Rogers.

There's a similar message when family changes or updates occur as well.

The bottom of your e-signature audit will show all of your new USDA recipients that signed the hard copy of the EFA-7 sign-in sheet for that month indicated with the term "Signed Paper Form". These should match those who signed and whose original EFA-7 sign-in sheet SHOULD STILL BE TURNED IN AT THE END OF THE MONTH WITH YOUR USDA MONTHLY COVER SHEET. Under the "Signature Status", if you see the term "No Signature Required", these are clients who chose NOT TO COLLECT USDA products and only took the other food products that your pantry offered. This rarely occurs, however you WILL NOT find their names on the manually signed EFA-7 sign-in sheet.

E-Signature Audit List

https://secure.pantrysystem.com/core/esig_audit_c.php?loc_id=1051&start_date=2016-11-01&end_date=2016-11-30&sg=3

DATE	RESERVATION#	SIGNATURE STATUS	KIDS, ADULTS, SENIORS, TOTAL	SERVICE RECEIVED
2016-11-10	8047162	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-22	8257390	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-10	8049164	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-03	7972280	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	8143299	Signed Paper Form	++	Pantry - Prepack - 3 day

Forms used on this report:
 Form ID - 25, Form # - CA_EFA-7A-ENG, Effective Start - 2016-07-01, Effective End - 2017-06-30, Income Limits - YEAR, MONTH

There are 22 service records that were found for this report that DO NOT have an eSignature

Date of Service	Reservation#	Signature Status	Kids, Adults, Seniors, Total	Service Received
2016-11-10	8058857	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-10	8059165	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-10	8059689	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-10	8080385	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	8049228	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	8148272	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	8150927	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	8150605	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	8175085	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	8175495	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	8175841	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	8309482	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	8309526	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	8309554	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-22	4648990	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-22	8258290	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-22	8259056	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-22	8280252	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-22	8280272	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-22	8280292	Signed Paper Form	++	Pantry - Prepack - 3 day
2016-11-17	3741073	No Signature Required		Pantry - Prepack - 3 day
2016-11-17	5113655	No Signature Required		Pantry - Prepack - 3 day

HOME Reload Page

This page includes CSV copy of this report for easy importing to Excel - Right Click to View Source (IE) or This Frame>View Source (Firefox), then copy the CSV data from the bottom of the listing.
 Page generated in 2.29334 seconds

To complete your monthly cover sheet totals go to your organization's main page and click on "Main Pantry Report"

SVPD - St. Sebastian

https://secure.pantrysystem.com/core/mainmenu.php

User: Tom Lugo - 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 correct date from the list below, or use Quick Add) History Lookup
REPORTS	- Agency Stats Report ** NEW ** Analysis & Learning Center Main Pantry Report Include Produce
HELP DESK	Help Desk & Knowledge Base (ask for Help and find Answers about PantryTrak) PT Help Desk

11/13/2016 Sunday - Testing completed. All systems normal. Thanks, PT Support Team

Serve Families on 11/30/2016

Pantry

Jump to day

Select Event: Pantry
 Choose a Date: 11/30/2016
 Submit

Service Log

Current By Year

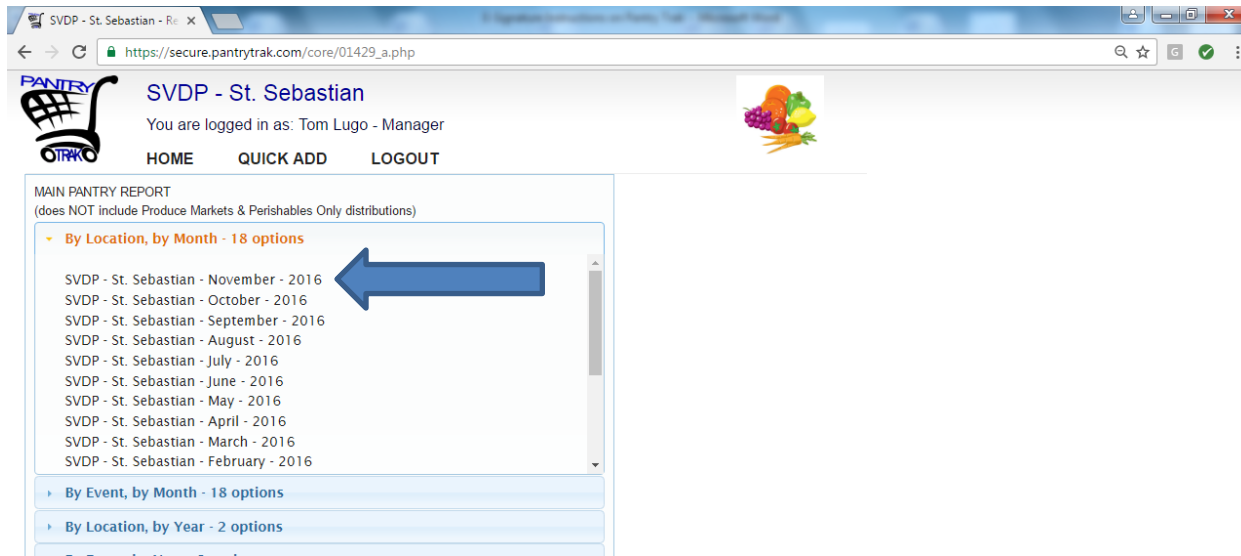
Event	Date	# Reservations	Check-in
Pantry	11/30/2016	1	Check-in
Pantry	11/22/2016	222	Check-in
Pantry	11/17/2016	292	Check-in

Service Snapshot

	Visit Records	Served
Today	1	0
This Week	1	0
This Month	912	883
This Year	9735	9565

click chart below for NEW report

Select the month you need to obtain your numbers from



You can obtain the numbers to complete your monthly USDA cover sheet by looking at each section (corresponding with enlarged alphabet) see next screen

SVDP - St. Sebastian - Re X
https://secure.pantrytrak.com/core/01429_c.php?loc_id=1051&yearmonth=201611&start_date=2016-11-01&end_date=2016-11-30

HOME [Back to Reports](#) [Run this loc, yearmonth report again without the options](#)

Food Pantry - Summary of Families Served

Report created for Dates: 2016-11-01 through 2016-11-30 for Location - SVDP - St. Sebastian

LOCAL AGENCY STATISTICAL REPORT	A With minor children	B Without minor children	C TOTALS (Column A+B)
1. Number of Households	575	308	883
2. Number of Seniors Served (age 60+)	171	275	446
3. Number of Adults Served (18 - 59)	1372	538	1910
4. Number of Children Served (birth - 17)	1277	0	1277
5. TOTAL Number of People Served (2+3+4)	2820	813	3633

Senior Citizen details	A With senior citizens	B Without senior citizens	C TOTALS (Column A+B)
1. Number of Households	308	575	883
2. Seniors & Children (Grandparent Households)	21		

Family Statistics	Un-Duplicated	All Service Events
Households Served	434	883
People Served	1781	3633
Average Visits per Family	4.1	2.03
Average Family Size	4.11	4.11
1 - 3 Individuals in Family	147 (34%)	292 (33%)
4 - 6 Individuals in Family	250 (58%)	520 (59%)
7+ Individuals in Family	37 (8%)	71 (8%)
Age Category Totals		
Kids (0 - 17 years old)	636 (36%)	1277 (35%)
Adults (18 - 59 years old)	935 (52%)	1910 (53%)
Seniors (60+ years old)	210 (12%)	446 (12%)
Age Group Totals		
0 - 4 years old	98	204
5 - 17 years old	538	1073
18 - 24 years old	223	460
25 - 34 years old	208	423
35 - 59 years old	504	1027
60 - 64 years old	51	105
65 - 84 years old	147	313
85+ years old	12	28

New Families	NEW Families
Run Report for PREVIOUSLY served families	
Run Report for NEW families	
1. Number of Households	25
2. Number of Seniors Served (age 60+)	6
3. Number of Adults Served (18 - 59)	62
4. Number of Children Served (birth - 17)	48
5. TOTAL Number of People Served (2+3+4)	116

Service Summary	Families Served	People Served	Meals Provided	Pounds Distributed	Pieces Distributed	Dollars Distributed(\$)

Total Pantry Visits - 883
 Chart shows the makeup of the Families served.

Un-Duplicated Families served.

To obtain the totals for sections **F & G** go back to the “Home” page and select “eSignature Audit”

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 select date from the list below, or use Quick Add) History Lookup
REPORTS	- Agency Stats Report ** NEW ** Analysis & Learning Center Main Pantry Report Include Produce
HELP DESK	Help Desk & Knowledge Base (Search) Help and find Answers about PantryTrak PT Help Desk

11/13/2016 Sunday - Testing completed. All systems normal. Thanks, PT Systems Team

Serve Families on 11/30/2016

[Pantry](#)

Jump to day

Select Event:

Choose a Date:

[Submit](#)

Service Log

Current | [By Year](#)

Event	Date	# Reservations	
Pantry	11/30/2016	1	Check-in
Pantry	11/22/2016	222	Check-in
Pantry	11/17/2016	292	Check-in

Service Snapshot

	Visit Records	Served
Today	1	0
This Week	1	0
This Month	912	883
This Year	9735	9565

click chart below for NEW report

Select the same month that you want to obtain the information from

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

▼ **By Location, by Month - 18 options**

- SVDP - St. Sebastian - November - 2016
- SVDP - St. Sebastian - October - 2016
- SVDP - St. Sebastian - September - 2016
- SVDP - St. Sebastian - August - 2016
- SVDP - St. Sebastian - July - 2016
- SVDP - St. Sebastian - June - 2016
- SVDP - St. Sebastian - May - 2016
- SVDP - St. Sebastian - April - 2016
- SVDP - St. Sebastian - March - 2016
- SVDP - St. Sebastian - February - 2016

► **By Event, by Month - 18 options**

► **By Location, by Year - 2 options**

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View PDF Format

Calibri (Body) 11 A Aa

Font Paragraph Styles

Find Replace Select

2016-11-17	8141000	Zumbo, Maria	ST. UNIT C SANTA PAULA 93060	None	0 + 2 + 1 = 3	Pantry - Prepack - 3 day	25	ZZumbo, Maria C	MMMMZ	head of household	30240/2520	No	11-17 16:23:25	8141000
2016-11-10	8047162	Zuniga, Blanca	22 Outer Drive SANTA PAULA 93060	None	1 + 3 + 0 = 4	Pantry - Prepack - 3 day	25	Zuniga, Blanca	BZ	head of household	36450/3037.50	No	2016-11-10 16:45:21	8047162
2016-11-22	8257390	Zuniga, Blanca	22 Outer Drive SANTA PAULA 93060	None	1 + 3 + 0 = 4	Pantry - Prepack - 3 day	25	Zuniga, Blanca	BZ	head of household	36450/3037.50	No	2016-11-22 17:31:05	8257390
2016-11-17	8143299	Zuniga, Josefina	145 N. Santa Barbara SANTA PAULA 93060	None	2 + 4 + 0 = 6	Pantry - Prepack - 3 day	25	Zuniga, Josefina	JZ	head of household	48870/4072.50	No	2016-11-17 17:34:12	8143299
2016-11-03	7972280	Zuniga, Josefina	145 N. Santa Barbara SANTA PAULA 93060	None	2 + 4 + 0 = 6	Pantry - Prepack - 3 day	25	Zuniga, Josefina	JZ	head of household	48870/4072.50	yes	2016-11-03 19:24:02	7972280
2016-11-10	8049164	Zuniga, Josefina	145 N. Santa Barbara SANTA PAULA 93060	None	2 + 4 + 0 = 6	Pantry - Prepack - 3 day	25	Zuniga, Josefina	JZ	head of household	48870/4072.50	No	2016-11-10 18:31:02	8049164

Special Notes for California Agencies

First Service this Month: Yes - 399
 First Service this Month: No - 462
 First Service this Month: Data Not Available - 0

First Service this Month: Household Members - Yes - 1649
 First Service this Month: Household Members - No - 1885
 First Service this Month: Household Members - Data Not Available - 0

Forms used on this report:
 Form ID - 25, Form # - CA_EFA-7A-ENG, Effective Start - 2016-07-01, Effective End - 2017-06-30, Income Limits - YEAR, MONTH

There are 22 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
2016-11-10	8058857	Medina, Guadalupe	106 E VENTURA ST SANTA PAULA 93060	805-826-2101	2 + 1 + 0 = 3	Pantry - Prepack - 3 day	Signed Paper Form
2016-11-10	8059165	Manzano, Carolina	1145 Olive St SANTA PAULA 93060	805-266-2426	1 + 4 + 0 = 5	Pantry - Prepack - 3 day	Signed Paper Form
2016-11-10	8059689	Martinez, Daisy	122 E VENTURA ST. UNIT B SANTA PAULA 93060	805-317-5926	6 + 3 + 0 = 9	Pantry - Prepack - 3 day	Signed Paper Form
2016-11-10	8060385	Magdalena, Graciela	626 ACACIA RD SANTA PAULA 93060	805-229-7085	3 + 2 + 0 = 5	Pantry - Prepack - 3 day	Signed Paper Form



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 _____

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")
292	520	71	883	3633	299	1649

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