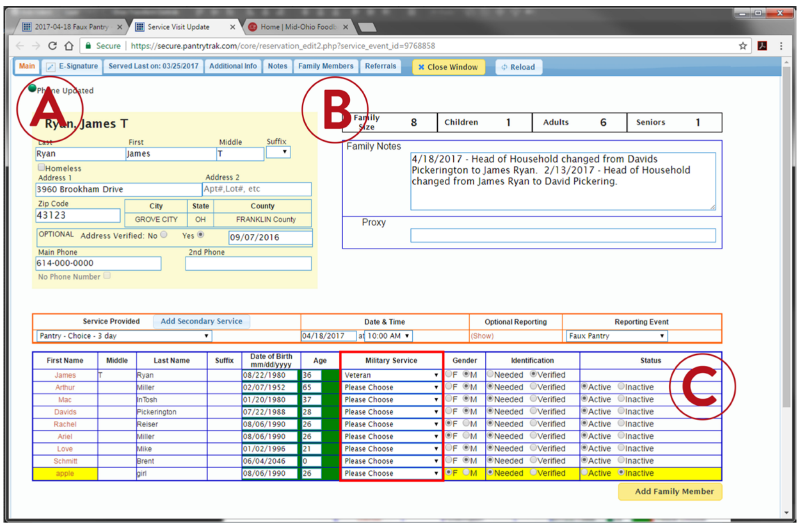
PantryTrak | Compliance

Key Areas of Note in PantryTrak

When entering or editing a client's information in PantryTrak there are a few key areas that require extra attention.



Verifying Household information

Missing information (indicated by yellow/pink boxes) should be updated with client present. Ensuring the integrity of data for all pantries using PantryTrak.

(A) Verify information with client, including name, address and phone number

(B) Verify that family size is correct

(C) Be aware of Active vs Inactive Household members, as it affects household size

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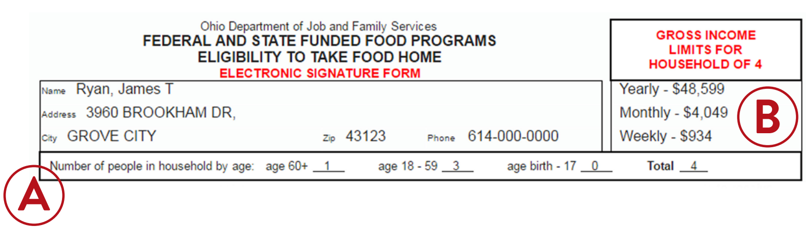
Using the E-Signature Tab

The Client MUST have clear visibility of this screen when signing the online form. The person signing the form should ALWAYS MATCH the name and household position on the E-signature tab.

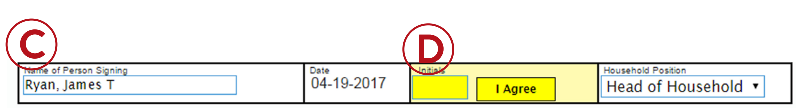

Ohio Department of Job and Family Services
FEDERAL AND STATE FUNDED FOOD PROGRAMS
ELIGIBILITY TO TAKE FOOD HOME
ELECTRONIC SIGNATURE FORM

GROSS INCOME LIMITS FOR HOUSEHOLD OF 4

Name Ryan, James T
Address 3960 BROOKHAM DR,
City GROVE CITY Zip 43123 Phone 614-000-0000

Yearly - $48,599
Monthly - $4,049
Weekly - $934

Number of people in household by age: age 60+ 1 age 18 - 59 3 age birth - 17 0 Total 4


Name of Person Signing: Ryan, James T
Date: 04-19-2017
Initials
I Agree
Household Position: Head of Household

(A) Verify household information with client

(B) Verify with client they fall within gross income limits

(C) Change name and household position if proxy or family member is signing

(D) Client/proxy/household member MUST type their initials and click "I agree" button

ATTENTION: DO NOT TYPE CLIENT'S INITIALS IN BOX or "I AGREE" FOR CLIENT