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

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.

(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