



Description

PantryTrak is an on-line data management system developed by Mid-Ohio Foodbank in Columbus, Ohio. This “Cloud” based program is designed specifically for use in food pantries and other emergency feeding sites to replace the required Ohio Department of Job and Family Services paper TEFAP forms that must be completed by clients. In addition, PantryTrak provides the agency/program with comprehensive tracking and automated, detailed reporting of services provided to clients.

Benefits

- No software to download and install.
- No information is stored on your computers.
- Replaces the need for paper TEFAP forms and simplifies the registration process.
- Not having to make countless copies of the TEFAP form saves money for your agency.
- No switching to new TEFAP forms on July 1 of each year. The system automatically updates for you!
- The program automatically calculates ages when clients’ provide birthdates and automatically changes the age range data for the households.
- Provides easy to edit household size during the year.
- Allows tracking of other services provided such as clothing, meals and SNAP outreach activities.
- Allows a more personal, client focused approach.
- Provides your monthly statistics required by the Foodbank in seconds.
- Provides comprehensive data reporting which can be used in communications with funders and supporters.
- Data provided will help your agency better understand the needs of your clients.
- Completely free to use & automatically updates.

Requirements

- A minimum of one computer, laptop or tablet with any web browser.
- Internet connection at the site where clients will be registered or checked-in.
- Complete the attached PantryTrak Member Agency Setup Form and submit it to the Member Services Department.
- Complete a PantryTrak training session with your key staff/volunteers that are responsible for client registration.
- Secure PantryTrak username and password provided by the Foodbank.
- Transfer client service information from PantryTrak to the Foodbank’s Monthly Report and submit the report by the 10th of the following month to the Foodbank.

Akron-Canton Regional Foodbank PantryTrak Member Agency Setup Form



Agency Information

Agency Name:		Account:
Site Address:		Agency County:
Site City:	Site Zip Code including +4:	
Main Contact Name:		Main Phone:
Email Address:	Website:	
What type of program do you operate? Please check all that apply:		
<input type="checkbox"/> Pre-bagged Pantry	<input type="checkbox"/> Choice Pantry	<input type="checkbox"/> Other:
Supply of food provided in days:		
Please list day(s)/time(s) of operation:		
Zip codes Served:		
Agency/program fiscal year:		to
How many computers, laptops or tablets does your agency/program have available for client intake?		
What is the date of your next distribution?		
* When would you like to begin using PantryTrak?		

Please complete all of the information requested above. If you have any questions, please contact your Member Services representative. Completion of this form does not guarantee approval to use PantryTrak. If approval is granted, your agency will be required to attend a PantryTrak training scheduled by the Foodbank. Once your completed form has been submitted to the Foodbank, it will be processed and your agency will be contacted to schedule a PantryTrak training for your key staff/volunteers that will be responsible for client registration.

*** Please note, agencies will not be considered for training sooner than 2 months before their planned transition.**

For Office Use Only

Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Scheduled Training Date:		
Admin Username:		Admin Password:	
Username #1:		Password #1:	
Username #2:		Password #2:	