

SEARCH FIRST!

1. Ask guest for photo ID
2. Search by last name

1.

IF NAME IS NOT FOUND:

Click the red **"ADD NEW Family & Reservation"** link and go to step 2b (back of this page)

Greater Cleveland Food Bank
You are logged in as: Pantry Volunteer2 - Volunteer

HOME QUICK ADD LOGOUT

QUICK ADD - Lookup a FAMILY and create a new Reservation/Service Event.

Search for a Family...

Name Address Phone Alternate ID

ADD NEW Family & Reservation

Type abbreviated name for Ex. Search for George W "was,geo"

CHOOSE CORRECT FAMILY

1. Identify the correct family
2. Click on their **orange** name

2a.

Greater Cleveland Food Bank
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HOME QUICK ADD LOGOUT

QUICK ADD - Lookup a FAMILY and create a new Reservation/Service Event.

Found 3 matches - Hover over the info icon to see more information. Clicking the link will add the visit immediately.

RESET Expand

ADD NEW Family & Reservation

Name	Info	Address	City	State	Zip	Last Served	Phone	Merge?
Haffey, Jang	1	123 MAIN ST			44101			
Haffey, Neil	2	7002 OHIO ST	MENTOR	OH	44060	03/31/2015	4404784659	
Haffey, Neil	1	123 OHIO ST	MENTOR	OH	44060	03/31/2015		

CONFIRM FAMILY INFO

1. Confirm info with guest
2. Update address/phone number if needed
3. Update Family Members info or Additional info if needed
4. Click "E-Signature" Tab

3a.

Haffey, Neil 1&2

Family Size: 3 Children: 1 Adults: 1 Seniors: 1

Family Notes: 10000

Proxy:

Greater Cleveland Food Bank Data - recurring

Service Provided	Add Secondary Service	Date & Time	Optional Reporting	Reporting Event
Produce (Shelby Market)		03/31/2015 - 11:00:00 *	(Show)	(Status: Active)

First Name	Middle	Last Name	Suffix	Date of Birth	Age	Age Group	Gender	Identification	Status	Served
Neil	Haffey			12/11/2012	2	0 - 4	F	Needed	Verified	
Senior 1A		Haffey			63 - 64	F	MA	Needed	Verified	Active
Senior 2A		Haffey			65 - 69	F	MA	Needed	Verified	Active

COLLECT E-SIGNATURE

1. Show screen to guest
2. Ask guest to self verify that their household income is below the amount in the chart on the upper right
3. **YOU** Click in "Initials" box and **GUEST** types their initials
4. **YOU** press the "TAB" key **GUEST** presses the enter key

4a.

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

Name: Trimble, Phil J
Address: 1204 CLEVELAND HEIGHTS BLVD,
City: CLEVELAND Zip: 44121 Phone: 216-738-2098

GROSS INCOME LIMITS FOR HOUSEHOLD OF 3
Yearly - \$39,578
Monthly - \$3,298
Weekly - \$761

Number of people in household by age: age 60+ 0 age 16 - 59 2 age 16 - 17 1 Total 3

I certify that my current gross household income is all or below the income listed on this form.
I also certify that, as of today, 03-31-2015, my household lives in the area served by this agency.
Program officials may verify what I have certified to be true.
I understand that making a false certification may result in having to pay the State for the value of the food improperly issued to me and may subject me to criminal prosecution under State and Federal law.
I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

Name of Person Signing: Trimble, Phil J Date: 03-31-2015 Initials: 3 Agree 4 Head of Household

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ENTER FAMILY INFO

2b.

1. Enter Name, Address, Zip, Phone number, and DOB for the head of household
****** The system may suggest families if it thinks you are adding a duplicate
2. Enter number of people in the household who fall into each age range (including the head of household)
3. Click "NEXT"

ENTER FAMILY INFO

3b.

1. Optional: Update the family member information
2. Click "ADD"

CONFIRM FAMILY INFO

4b.

1. Confirm info with guest
2. Update address/phone number if needed
3. Update Family Members info or Additional info if needed
4. Click "E-Signature" Tab

COLLECT E-SIGNATURE

5b.

1. Show screen to guest
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4. **YOU** press the "TAB" key **GUEST** presses the enter key