1. Click on the statistics tab.

2. Select the Enter Statistics button and the enter statistics page will appear.

3. Choose the last day of the month that you are submitting statistics for by clicking on the calendar icon and choosing the date.
4. Enter the statistics according to your agency type.
   
   - **Pantry Programs** are to complete only those fields that start with a “P.”
     Also remember that your **Total Households Served (field #1)** is ALL households served that month, **INCLUDING NEW HOUSEHOLDS**. When you get to fields #10 – 14, you are to tell us, of the total, how many HH/People were new that month. Duplicate HH (field #2) reflects the number of households that you served more than one time during that month, if applicable to your program. **Please note that every July, all clients are considered “New”. Your “Total Households Served” and “Total New Households” will match along with corresponding breakdowns of Youth, Adults, and Seniors during the month of July only.**
   
   - **Soup Kitchen and Shelter Meal Programs** are to complete Field #15 -SK/SH. Please mark how many meals were served that entire month, not people.
   
   - **Supplemental Programs (day cares, senior centers, residential programs other than emergency shelters, etc.)** are to complete fields #16-19- Sup. **Please enter in the total attendance for the month under the appropriate category.**
   
   - **Youth Programs (Accounts in 30000, 60000 ranges; Backpack/Kids Cafe/School Pantries)** are to complete fields #24-31 (contact Dave Lloyd at (717)724-3185 or Pam Hicks (570)321-8023 with questions).

   **In some cases, your organization may have multiple program types such as a soup kitchen and a pantry program. If this is applicable to you, complete your appropriate sections.**

   **PLEASE REMEMBER TO ADD CORRECTLY! The TOTAL fields do not populate for you. Please check your math before entering your data.**

   **Note that you can alter the numbers until you select the Submit Statistics button.** If you click on the ENTER key on your keyboard, contact Agency and Program Services team to make any changes. HBG - 717.564.1700 and WMSPT –(570)321-8023.