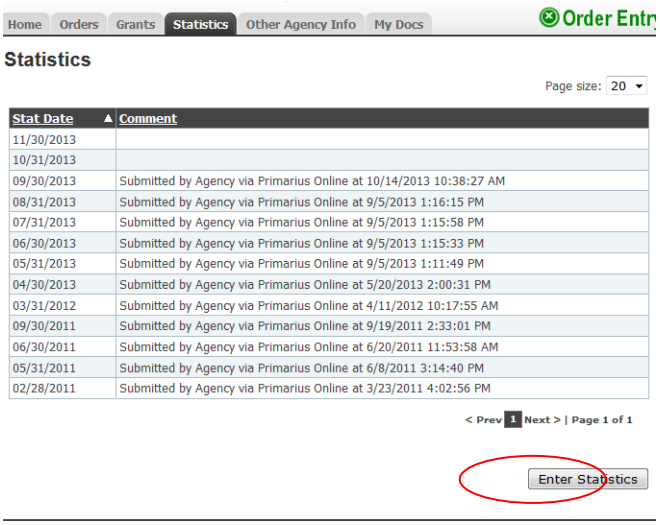
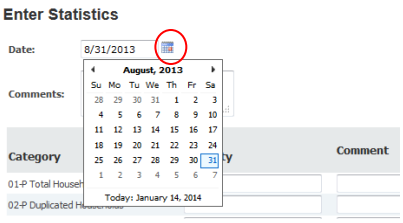
PWW: Entering Statistics

1. Click on the statistics tab.

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



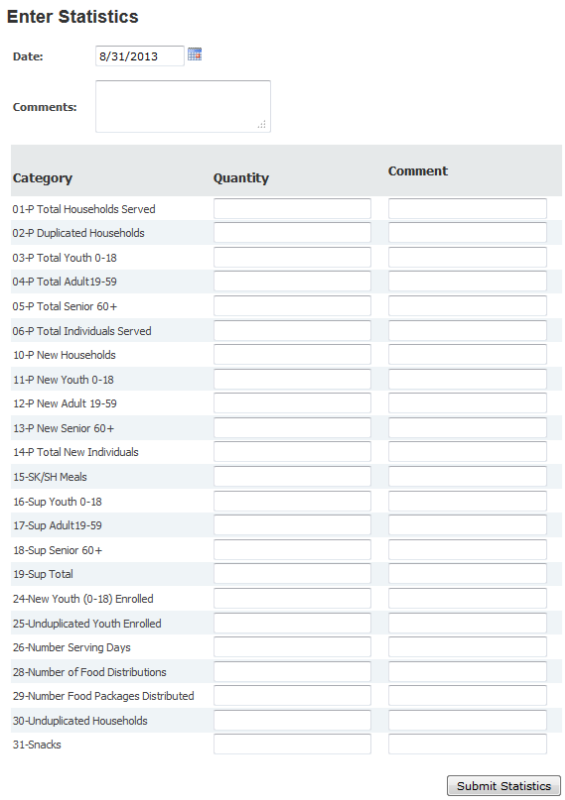
3. **Choose the last day of the month that you are submitting statistics** for by clicking on the calendar icon and choosing the date.

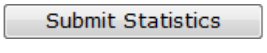


4. Enter the statistics according to your agency type.
   - **Pantry Programs** are to complete only those fields that start with a "P."
     Also remember that your **Total Households Served (field #1) is ALL households served that month, INCLUDING NEW HOUSEHOLDS**. When you get to fields #10 – 14, 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.