HPNAP Monthly Reporting with PWW

- To report HPNAP Monthly numbers in PWW, log in to PWW. You can access PWW by visiting one of our websites: www.regionalfoodbank.net or www.foodbankofhudsonvalley.org. The links to order online are in the upper left hand corners. *PLEASE NOTE: If you do not have a log-in to PWW, training is required. Please contact Member Services for upcoming training dates.*

- Once in PWW, click on the "Statistics" tab.

- Here you will see a list of all of your past entries. You can click on any line to view the Statistics for that entry. To enter new Statistics, click "Enter Statistics" at the bottom of the screen.

- Fill out the following fields *(screenshot on next page):*
  - **Effective Date:** Select the *month and year you are reporting for.*
  - **Comments:** Write out the name of the person submitting the statistics.
  - **1. Children (ages Infant-17):** Enter the number of children served for the month you are reporting
  - **2. Adults (ages 18-59):** Enter the number of adults served for the month you are reporting
  - **3. Elderly (ages 60+):** Enter the number of elderly served for the month you are reporting
  - **4. Households Served (Food Pantries Only):** Enter the number of Households served for the month you are reporting. *Only Food Pantries should fill out this field.*
  - **5. IF REPORTING FOR AN EMERGENCY SHELTER**: Enter the number of MEALS served to each age per month.

- o Nothing is required in the "Comment" field next to each statistic.
- o Click "Submit Statistics" to complete your monthly report.

- IMPORTANT NOTES:
    - o The system will not allow you to submit statistics until the last day of the month.
        - For example, to report for July, you would not be able to submit statistics until July 31
    - o Monthly statistics are still due by the 10th of the month following the month for which you are reporting.
    - o Once you have submitted statistics for a given month, you are unable to make edits. If an error is made, please contact Member Services to make any changes.
    - o Late Reports
        - If a report is not received by the 10th of the month, the agency will be unable to place an order until online statistics are submitted via PWW.
        - If no report is received by the 25th of the month, we will have to submit the required data to the New York State without the agency's information.
        - At this point, the agency is placed on "hold", the report will be marked "LATE", and must be submitted via phone (518-786-3691), email (HPNAPGrant@regionalfoodbank.net), or fax (518-786-3004). The agency will be taken off of "hold" once the data has been received and we are notified.