

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Division of Aging and Adult Services (DAAS)
Coordinated Hunger Relief Program

Food Distribution Monthly Statistical Report Instructions

This report tracks all food items.

TEFAP Food All USDA commodities (except CSFP) ordered by the HRP Inventory Specialist.
Entitlement, Trade Mitigation, Bonus, etc.

I. SERVICE AREA DISTRIBUTION

TEFAP

Numbers should match those in Link2Feed.

- Report **unique** individual and household numbers for distributions that included TEFAP commodities
- Report **duplicate** individual and household numbers for distributions that included TEFAP commodities
- Report all boxes/bags distributed containing TEFAP commodities
- Reports all meals served using TEFAP commodities

CSFP

Numbers should match those in Link2Feed, on the FNS-153, and total on the Distributions by County report.

- Report **unique** individual and household numbers
- Report all CSFP boxes distributed

Other Programs

- Report individual and household numbers for distributions that did not include TEFAP or CSFP commodities.
This number is likely to be duplicated.
- It's possible for the individuals and households included in these reporting numbers to also be TEFAP and/or CSFP clients. Report their other food distribution participations here.

Example Reporting Scenario

Rob Jones is a TEFAP client. He also visits a soup kitchen and mobile produce-only distributions.
He will be included in both the TEFAP and Other Programs subsections.

II. TRANSFERS AND DISTRIBUTIONS

STATEWIDE TRANSFERS

Report how many pounds of food (all food, all sources) that were transferred out by your food bank. Separate by recipient food bank name(s) and pounds transferred to each. Subtotals are automatically calculated and included in the Transfers and Distributions TOTAL.

This does not include pounds distributed to your service area agencies or made directly from your RFB.

STATEWIDE DISTRIBUTION

Report pounds of food (all food, all sources) distributed within your service area agencies and directly from your RFB. Includes mobile distributions. Subtotals are automatically calculated and included in the Transfers and Distributions TOTAL.

OUT OF STATE DISTRIBUTION

Produce All fresh, perishable fruits and vegetables, all sources
Non-Produce All non-produce foods, all sources

III. ENDING INVENTORY

Report the pounds of TEFAP and CSFP commodities remaining at the end of the reporting month.

IV. AGENCY DISTRIBUTION PER COUNTY

Report pounds distributed by county

Total TEFAP LBS	All TEFAP (including TEFAP produce)
Total Produce LBS	All produce, all sources (including TEFAP produce)
Total Food LBS	All food, all programs, all sources

TEFAP Commodities

Report unique individual and household numbers for distributions that included TEFAP commodities (Entitlement, Trade Mitigation, and Bonus foods.)

The totals for the categories should match those in Link2Feed, and the TEFAP numbers in Section I.

V. WASTE

CATEGORIES

USDA Commodities	Report all CSFP and TEFAP commodities, including USDA produce
Non-USDA Produce	Report all fresh, perishable fruits and vegetables. Does not include USDA produce
Other Food	Report all other food that is not a USDA commodity

Landfill	Report How many pounds, per category, were disposed of in a landfill.
Compost	Report How many pounds, per category, were composted.

USDA Commodity Disposals

List date(s) when request(s) for disposal(s) were submitted to HRP and the date(s) the disposal(s) were approved.

**All out-of-condition USDA commodities must be reported to HRP. Once HRP approves disposal, the RFB must fill out form HRP-1003A Commodity Disposal Report (CDR) and submit it to HRP.*

VI. TRANSPORTATION COSTS

Report miles driven to pick-up food, and miles driven to deliver food to agencies receiving TEFAP and/or CSFP foods. Total Miles Driven calculates automatically.

Total Transportation Costs	Includes all costs (e.g. driver wages and benefits, fuel, maintenance (repairs), parts (e.g. tires, oil), licenses, and vehicle insurance.
Transportation Cost Per Mile	Automatically calculates Total Transportation Costs ÷ Total Miles Driven

VII. RECEIPTED

Report how many pounds of food were received in the reporting month.

PRODUCT CATEGORIES

TEFAP	All TEFAP, Trade Mitigation, and Bonus commodities
CSFP	All CSFP commodities
Non-USDA Produce	All fresh, perishable fruits and vegetables. Does not include USDA produce.
Retail/Wholesale	All non-produce from retail or wholesale entities
Food Drives	Food donated from any drive
State Funds	Food received through AZFBN that was purchased with ADES funds (i.e. Friends of the Farm)
Other	Food that does not fit the other categories, or is transferred from another food bank
Other Food Banks	Of all the food receipted, report how many of those pounds came through other food banks and not directly from vendor or donor sources.

SOURCE CATEGORIES

Donated LBS Food donated from any source
Purchased LBS Food purchased by the food bank to supplement food resources
USDA LBS TEFAP and CSFP commodities

Subtotals are automatically calculated for each source category

TOTAL NET RECEIPTED: Automatically calculates all donated, purchased and USDA pounds. *Does not include pounds from other food banks.*

VIII. COMMENTS

Utilize this section to expand upon waste details or anything pertinent to the numbers on the report.