

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) FOOD DISTRIBUTION MONTHLY STATISTICAL REPORT/INSTRUCTIONS AND DEFINITIONS

REPORTER: Name of person completing the form

CONTRACT NUMBER: DES contract number indicated on the Award Notice

FOOD BANK: Name of Regional Food Bank

Mo/Yr: Reporting Period of report (*filled in by person completing report*)

I. RECEIPTS – report how many pounds were received in the following categories:

Donated LBS: Food or non-food product donated from any source (*includes food drives, grocery rescue, citrus, etc.*)

Purchased LBS: Food or non-food product purchased by food bank to supplement food resources

Fed. Com. LBS: TEFAP and CSFP commodities (*food only*)

Product Categories and Definitions

USDA Commodities: All products received through TEFAP and CSFP allocation, bonus, and/or Trade Mitigation commodities

Produce: ALL fresh, perishable fruits and vegetables from any source

Food Drives: All products from any food drive (*U.S. Mail Carriers, Boy Scouts, etc.*)

Retail / Wholesale: All products (*except produce*) from a retail or wholesale entity

Miscellaneous / Other: Any product that does not fit the other categories or product transferred from one food bank to another food bank (*e.g. Blankets from the Department of Defense*)

SUBTOTALS: Automatically calculates

From Other Food Banks: Of the pounds reported (*donated, purchased or commodities*) how much came through other food banks and not directly from vendor or donor.

TOTAL NET RECEIPTS: Automatically calculates (*subtracts amount received from other food banks from sum of subtotals*)

II. TRANSFER OUT TO: - report how many pounds were transferred out by your food bank

Produce LBS.: All fresh, perishable fruits and vegetables

Non-Produce LBS.: Any other donated, purchased or USDA commodities (*i.e. all other food other than produce*)

Location Categories

Community Food Bank (Region II): the food bank or any agency, warehouse, or distribution center of CFB

St. Mary's Food Bank Alliance (Region I): the food bank or any agency of SMFBA

United Food Bank (Region III): the food bank or any agency of UFB

Yuma Food Bank (Region II): the food bank or any agency of YCFB

AAFB: anything sent to AAFB to be transferred out to another location

Out-of-State Food Banks: any product (*produce and non-produce*) shipped directly from your Food Bank to another Food Bank outside of Arizona

SUBTOTALS: Automatically calculates

III. DISTRIBUTION – report pounds sent to the following:

To Agencies: all pounds sent to agencies of your own food bank

To Clients directly from Food Bank: all pounds that are distributed by the food bank through direct distribution to clients (includes Mobile Distributions, alternative distributions, Helping Hands, etc.)

SUBTOTALS: Automatically calculates

TOTAL NET DISTRIBUTED: Automatically calculates. (sums subtotals except AAFB and the Out-of-State Food Banks")

IV. TRANSPORTATION COSTS

TOTAL MILES DRIVEN: Total miles which includes picking up and delivering food for any program

TRANSPORTATION COSTS: Include all costs (e.g. wages & benefits (for drivers), fuel, maintenance (repairs), parts (e.g. tires, oil), licenses, vehicle insurance)

TRANSPORTATION COSTS PER MILE: Automatically calculates costs against miles driven

V. TOTAL DISTRIBUTION/SERVICE AREA

Number of Households Served: Calculate all households served from all TEFAP/CSFP/non-USDA distributions by agencies and Food Bank

Number of Individuals Served: Calculate all individuals served from all TEFAP/CSFP/non-USDA distributions by agencies and Food Bank (number will be greater than the number of households served)

Number of Meals Served: Total number of meals served by all congregate sites for the month

TOTAL UNDUPLICATED DISTRIBUTION – using Link2Feed determine the number of unduplicated households and individuals from TEFAP/CSFP/non-USDA distributions (if on L2F). Numbers will be less than numbers reported just above.

Number of Households Served: Calculate unduplicated households served from all TEFAP/CSFP/non-USDA distributions by agencies and Food Bank

Number of Individuals Served: Calculate unduplicated individuals served from all TEFAP/CSFP/non-USDA distributions by agencies and Food Bank (number will be greater than the number of households served)

TOTAL USDA FOOD BOXES – any box/bag distributed that includes USDA commodities

Emergency Food Boxes: Any TEFAP box or bag including extra ones given to larger families

CSFP Food Boxes: All CSFP boxes distributed in the month. This number should match what is reported on the FNS-153

TOTAL FOOD BOXES – Automatically calculates

VI. ENDING INVENTORY – reported in pounds

TEFAP Commodities: all TEFAP food physical located in warehouse or off-site storage

CSFP Commodities: all CSFP food physical located in warehouse or off-site storage

TOTAL: Automatically calculates

VII. AGENCY DISTRIBUTION PER COUNTY

A. County: Only report on counties that are part of your region

B. Total Pounds: All pounds given to any agency and/or program in the county including TEFAP, CSFP, grocery rescue, donated food, produce, SFSP, CACFP, Backpacks, etc.

C. Total Produce Pounds: As subsection of total pounds, how much was produce only

D. Households Served: The number of households served in each county by agency or mobile distribution of food bank (most likely a duplicated number but use unduplicated if available)

E. Individuals Served: The number of individuals served in each county by agency or mobile distribution of food bank. Use unduplicated number of available. (Number will be greater than number of households)

F. Meals Served: Total number of meals served by congregate meal sites in each county

G. Active Agencies: Number of agencies with current agreements on file that receive any food product from the food bank

TOTALS: Automatically calculates

VIII. WASTE – all food wasted due to being expired or out-of-condition

LBS: Total pounds wasted

Landfill: Subset of total pounds. Number of pounds placed in the landfill

Compost: Subset of total pounds. Number of pounds placed in compost

Product Categories and Definitions

USDA Commodities: Any TEFAP and/or CSFP commodities disposed of in pounds. USDA Commodity Disposal Report must be sent to Hunger Relief Program. Indicate date report sent to HRP.

Produce: Fruits and vegetables disposed of in pounds

Other Food: Any other food wasted (donated, grocery rescue, etc.)

TOTAL WASTE: Automatically calculated

IX. COMMENTS

Please add any comments particularly any that would explain any excessive differences in distributions numbers from previous month's report

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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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