



Chester County Food Bank’s Tier 1 Monthly Statistics Report

Reports are due by the 5th of each month following food distribution. This report is a **MANDATORY** requirement in accordance with your Membership Agreement with CCFB signed each year. If you did not distribute food during a month, please enter 0s in the designated areas and submit the form. Reports will be emailed out at the end of each month. Reports can also be found on the Agency Zone of CCFB’s website. This report can be completed online, faxed to 484-359-4346, or mailed to CCFB, 650 Pennsylvania Drive, Exton, PA 19341. Any questions can be directed to Elyse, the Agency Relations Coordinator, at elyse@chestercountyfoodbank.org. Reports must be up to date in order to access inventory from CCFB.

ALL CLIENTS ARE NEW AS OF JULY 1st!!! *For the month of July, all clients will be ‘New.’ A ‘New’ Household/Client is visiting your pantry for the first time and will have filled out a Self-Declaration of Need Form for the month you are reporting on. A ‘Previously Registered’ Household/Client has already filled out a Self-Declaration of Need Form for the fiscal year. Households/Individuals only need to fill out one Self-Declaration of Need Form for each fiscal year (July – June).*

Section 1 – Agency Info:

- Name of Agency: _____
- Name of Person Completing Report: _____
- Phone Number: _____
- Email Address: _____

Section 2 – Tier 1 Food Pantries/Cupboards TEFAP/SFPP Government Food Distribution Data (take note – all clients are new in July and ‘Previously Registered’ refers to clients registered since the beginning of the fiscal year):

- Month: _____
- Number of Previously Registered Households: _____
- Number of Previously Registered Children: _____
- Number of Previously Registered Adults: _____
- Number of Previously Registered Seniors: _____
- Total Number of Previously Registered Individuals: _____
- Number of New Households: _____
- Number of New Children: _____
- Number of New Adults: _____
- Number of New Seniors: _____
- Total Number of New Individuals: _____

- Number of Duplicated Households Served (This is the combined number of HH that visited your pantry more than once per month. For example, if 10 different HH visited your pantry twice in a month, the answer would be 20 HH because 10 HH x 2 visits = 20 duplicated HH):

- Number of Duplicated Individuals (This is the number of duplicated services that were provided this month. For example, if a family of 4 came to your pantry 2 times this month, the number of duplicated individual services would be 8 because 4 individuals x 2 visits = 8 duplicated services. This number includes self-declaration forms that are new and old for the month): _____

Section 3 – Soup Kitchens and/or Emergency Shelters:

- Number of Soup Kitchen Meals: _____
- Number of Shelter Meals: _____

Section 4 – Tier 1 Non-Government Food Distribution Data (for Tier 1 Agencies serving families who do not qualify for the Government programs TEFAP & SFPP; families/individuals would be served either purchased and/or donated foods; these households would not fill out a Self-Declaration of Need Form):

- Does your agency track the number of Households/Individuals served who do not qualify for government food programs (food provided would be purchased and/or donated food):
_____ (yes/no /my agency only serves those who financially qualify)
- If your agency does not track the number of Households/Individuals served who not qualify for government food programs, could you please provide an estimate of how many Households/Individuals you think your agency served: _____
- If your agency tracks the number of Households/Individuals served who do not qualify for government food programs, is the number an estimate or is the data tracked electronically/by paper: _____
- Number of Households Served who did not receive Government (TEFAP/SFPP) Food: _____
- Number of Individuals Served who did not receive Government (TEFAP/SFPP) Food: _____

Section 5 – Agency Feedback:

- Are there any concerns or unmet needs you would like CCFB to know about?

- Please share any stories from your distribution that speak to the impact of your food program.
