Meal Site & Shelter Reporting Instructions

Reporting Forms for
Fiscal Year 18-19
What’s new in the 2018 version

• Categorized food waste fields
General reporting guidelines

• Don’t hesitate to contact your FFLC Partner Agency Services Coordinator with questions

• Each agency receives a reminder on the 5th of the month that their report is due on the 10th

• Agencies with consistently late reports or multiple overdue reports may have their access to FFLC food withheld until the reports are submitted
  • Refer to the FFLC Late Reporting Guidelines for more information
Filling out your monthly report

### MEAL SITE & SHELTER Monthly Report

**Period covered by this report:** Month: [ ] Year: [ ]

**Agency Name:** [ ]
**Report prepared by:** [ ]
**Phone/Email:** [ ]

*Reports are due on the 10th of the month.*

#### Meals served

Please report all individuals who receive meals from your agency. If possible, please break down the meals into the following categories:

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunches</th>
<th>Dinners</th>
<th>Snacks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL number of meals served:**

#### Undercount count for 1st time recipients

If you are able to keep track of who are new clients since we last met, please enter that information below. This starts over each fiscal year.

<table>
<thead>
<tr>
<th># adults (18 years and older) served this month</th>
<th># children (under 12) served this month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 1st served**

For all 1st time clients, fill out the information below. Each column should equal the total 1st time food recipients.

<table>
<thead>
<tr>
<th>Race</th>
<th>Native Hawaiian/Pacific Islander</th>
<th>American Indian/Alaskan Native</th>
<th>Asian</th>
<th>African American</th>
<th>Hispanic origin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

#### Volunteers

Please include the total number of volunteers that worked for your pantry this month, and the hours they worked.

<table>
<thead>
<tr>
<th>Number of volunteers</th>
<th>Number of volunteer hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Other food resources

Please report all donations you received from the following donors in pantries (No.). Do not include food received from FOOD for Lane County.

- Store/Food industry donor: [ ]
- Store/Food industry donor: [ ]
- Store/Food industry donor: [ ]
- Local Food Drive: [ ]
- Locally grown Produce: [ ]
- (Home grown, farm, etc.): [ ]

#### Waste

Please include all food that you received from FILL that was not usable. Do not include leftovers from food prepared by your agency.

<table>
<thead>
<tr>
<th>Did you discard any food this month?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, how many pounds did you discard?</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Canned</th>
<th>Other dry goods</th>
<th>Produce</th>
<th>Dairy</th>
<th>Bread</th>
<th>Meat/poultry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Suggested reasons: expired, outdated, spoiled, rotten, damaged package/label, surplus, recalled
Choosing the correct report

The correct report for fiscal year 2018-19 can be easily identified by the “v. 2018” text in the box at top of the page. If you do not have the current version, visit the Partner Agency Zone or contact FOOD for Lane County.

You may be asked to resubmit a report that is turned in on an old form.
Choosing the correct month

The “Month” field refers to the calendar month you are reporting on, not necessarily the month you are submitting the report. Reports are due by the 10\textsuperscript{th} of the following month. A report detailing your food service in January, for example, would be due February 10\textsuperscript{th}.

MEAL SITE & SHELTER
Monthly Report

Period covered by this report
Month
Year

Agency Name
Report Prepared by
Phone/email

Reports are due on the 10th of the month.
Your Agency’s Information

Please fill in all requested information in these fields to ensure efficient communication if we have questions.

Main St. Tasty Kitchen
Jan Q. Smith
Jan-q@gmail.com
Your Agency’s Information

Reports are due to your Partner Agency Services Coordinators by the 10th of each month. Please create a reminder on your calendar or phone. Reports can be emailed, mailed, faxed, or dropped off in person.

Our preference is that you email your reports to reports@foodforlanecounty.org
Service Statistics: Meals Served

Please count each meal that you serve throughout the month.

This section is for programs that serve meals. If you are a shelter that provides food to residents for them to prepare themselves, leave this section blank and proceed to the next section.
Service Statistics: New Clients

*If your agency does a formal intake*, track **new** clients here (i.e., clients who have not received a meal since July 1st). Clients are not counted more than once. Shelters who do intake should count new residents in this section. This information resets every July 1.

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**Unduplicated count for 1st time recipients**

*If you are able to keep track of who are new clients since July 1st, please enter that information below. This starts over each fiscal year.*

<table>
<thead>
<tr>
<th>1st time served</th>
</tr>
</thead>
<tbody>
<tr>
<td># new adults (18 years and older) served this month</td>
</tr>
<tr>
<td># new children (under 18) served this month</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

For all 1st time clients, fill out the information below. Each column should equal the total 1st time food recipients.

- **Ethnicity**
  - Hispanic origin
  - Non-Hispanic origin
  - Unknown/Decline to answer
  - TOTAL

- **Race**
  - White/Caucasian
  - Black/African American
  - American Indian/Alaskan Native
  - Asian
  - Native Hawaiian/Pacific Islander
  - Multiracial
  - Unknown/Decline to answer
  - TOTAL

These three cell numbers should match.
Service Statistics: Race & Ethnicity

If your agency does formal intake, please include the race and ethnicity for \textit{first time clients only} (i.e., a client’s first visit after every July 1). \textit{Ethnicity} refers to an individual’s \textit{cultural identity}. \textit{Race} refers to their \textit{physical attributes or ancestry}.

FFLC follows the USDA’s definitions of ethnicity and race.
Service Statistics: Race & Ethnicity

NOTE: The totals in the three red dashed cells must all be equal.

The TOTAL for Ethnicity and TOTAL for Race should equal the TOTAL 1st time served. If there is a discrepancy in the numbers, you should make up the difference in the appropriate “Unknown” cell.

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Hispanic origin</th>
<th>Non-Hispanic origin</th>
<th>Unknown/Decline to answer</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25</td>
<td>15</td>
<td>10</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race</th>
<th>White/Caucasian</th>
<th>Black/African American</th>
<th>American Indian/Alaskan Native</th>
<th>Asian</th>
<th>Native Hawaiian/Pacific Islander</th>
<th>Multiracial</th>
<th>Unknown/Decline to answer</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>13</td>
<td>40</td>
</tr>
</tbody>
</table>
Volunteer Information

Please include the total number of volunteers you had and the total number of hours they worked.
Other Food Resources

If your program directly receives food donations, please list that information in the appropriate field below. For stores and food industry donors, please list the name of the donor and the total pounds received.

Do not include food you receive from FFLC.
Waste

Please include all food that you received from FOOD for Lane County that you had to discard because it was unfit for human consumption, or because you were not able to distribute it.

Add up the total weight of any food discarded that month and record it in the appropriate field.

Seven food categories are provided for you. If you discarded food of this type, provide a brief reason why. Suggested language is listed below the fields.

<table>
<thead>
<tr>
<th>Canned</th>
<th>Other Dry Goods</th>
<th>Produce</th>
<th>Frozen</th>
<th>Dairy</th>
<th>Bread</th>
<th>Repack (dry, frozen)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Suggested reasons: Expired/Outdated, Spoiled/Rotten, Rusted/Dented, Damaged Package/Label, Surplus, Recalled
Questions?

If you have any questions, please contact your Partner Agency Services Coordinator

• Nathan Keffer
  • nkeffer@foodforlanecounty.org
  • 541-343-2822 Ext 134

• Mallory Davis
  • mdavis@foodforlanecounty.org
  • 541-343-2822 Ext 110