

FOODSHARE

Quarterly Statistics Reporting

Click on the Statistics Tab on your online ordering page.

Month

Enter	Quarter	Submit Report By
March	January, February and March	April 5
June	April, May and June	July 5
September	July, August and September	October 5
December	October, November and December	January 5

Meals

For food pantries:

- Meals = Total Pounds Distributed (include both food and non-food product) during the Quarter just ending divided by 1.2
- Please round off the number, don't enter any decimals.

For Soup Kitchens and other Meal Programs:

- Meals = Total meals served (include seconds) during the Quarter just ending.
For any snacks, use 1 snack = ½ meal.
- Please round off the number, don't enter any decimals.

Agencies Receiving CT-NAP

- Report total Meals distributed and/or served during the Quarter just ending.
- Report totals from CT-NAP forms received during the Quarter just ending in each of these categories: Households; Children; Adults; Seniors; Male; Female; Black; White; Hispanic; Asian or Pacific Islander; and Other Ethnicity.
- Households should be asked to complete a CT-NAP form once a year.

Agencies Receiving only TEFAP

- Report total Meals distributed and/or served during the Quarter just ending.
- For pantries only, report the number of new households (number of TEFAP Household Eligibility Forms collected) during the Quarter just ending.
- Households should be asked to complete a TEFAP Household Eligibility Form once a year.

Agencies Receiving only FEMA

- Report total Meals distributed and/or served during the Quarter just ending.