

REPORTING STATISTICS FOR PANTRIES

FOODSHARE

In this Presentation:

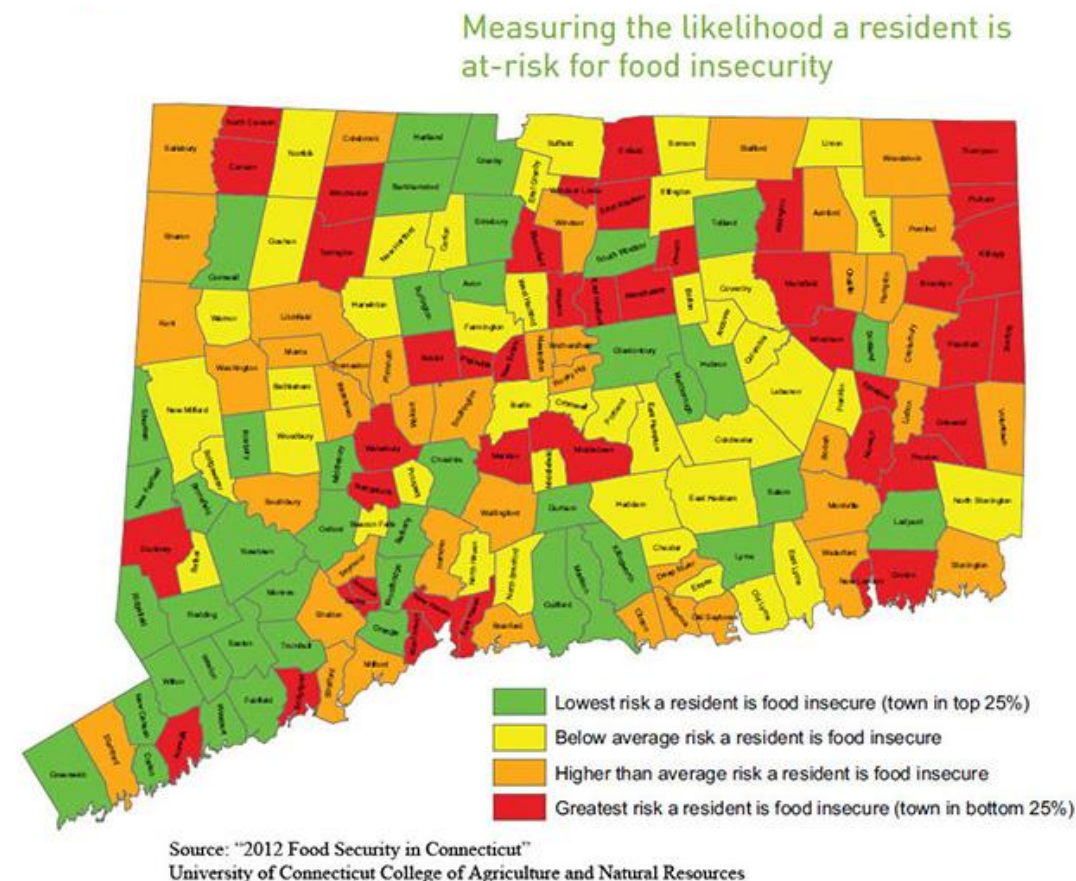
- Why Foodshare collects statistics
- Which programs need to collect and report statistics
- What data needs to be collected?
- How and when you will report your statistics
 - New Tools for Collecting Data
 - New Tool for Reporting Data
 - New Timeline

Why Foodshare Collects Statistics

To tell the story of food insecurity in the Greater Hartford area.

We know how many in Hartford and Tolland County are food insecure- **127,000 people.**

What we do NOT know is how many are being reached... and to what extent.



Why does that matter?

Foodshare relies on accurate food distribution data from our partners for a variety of reasons:

- To evaluate how well we are doing as a food bank and as a network
- To report back to our donors how well we are doing as a network
- To be in compliance with our Feeding America Agreement
- To be in compliance with the State Department of Social Services for distribution of TEFAP, CT-NAP and CSFP products



What data needs to be collected?

1

The NUMBER of **UNDUPLICATED** INDIVIDUALS served EACH MONTH

- Broken down by AGE →
 - Children (0-17)
 - Adults (18-59)
 - Seniors (60+)

Unduplicated: *An actual count of individuals who are receiving or have received services. Each individual is counted one time in the month, regardless of how many times they receive services.*

2

The NUMBER of MEALS (from **ALL sources**) you distributed in the month. →

All Sources: *Please include all sources of food, including that which you receive from Foodshare, food drives, donations from stores as well as purchased food.*

NEW TOOL for PANTRIES: STATISTICS LOG

- Hopefully makes the process easier for everyone
- Greater consistency in data collection = more accurate data
- Excel based with options
 - Print for paper version client check-in
 - Digital version for use at client check-in

** You are not obligated to use the new Statistics Log. If you have a way of collecting the necessary data as shown on these slides, please share your method with us.*

The **FOUR TABS** of the **Pantries Statistics Log**

FOUR TABS



MASTER LIST tab:

This is the ONLY tab where you will ENTER ANY information.

This is where you will enter all of your client information collected on the Eligibility Forms. It is entered only ONCE per YEAR.

What you enter on the "Master List" tab will be reflected in the YTD People Totals tab and the YTD CTNAP Totals tab.

FOUR TABS

Print Version	2018 Master List	YTD People Totals	YTD CTNAP Totals
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PRINT VERSION tab:

This tab is READ ONLY.

Everything entered on the 2018 Master List Tab will automatically appear on the Print Version tab.

It is useful for programs that want to use a paper version at every distribution.

FOUR TABS

Print Version	2018 Master List	YTD People Totals	YTD CTNAP Totals
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YTD People Totals tab:

This tab is READ ONLY. It contains locked formulas.

When you correctly enter your client information in the Master List tab, the required monthly statistics answers will magically appear in the **YTD People Totals** tab.

Year to Date People Totals tracks how many people you have provided food to, broken down by age group. It also calculates the amount of meals provided each month.

FOUR TABS

Print Version	2018 Master List	YTD People Totals	YTD CTNAP Totals
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YTD CTNAP Totals tab:

This tab is READ ONLY. It contains locked formulas that are used by pantries distributing CT-NAP.

**How to use the
Pannies Statistics Log
to collect and report
monthly statistics**



TEFAP Paper Eligibility Form



W-1700 English
Guidelines Updated as of 07/01/2017

ATTACHMENT 1
235% of poverty

SELF-DECLARATORY FORM
The Emergency Food Assistance Program (TEFAP)
Household Eligibility Form

Name	No. of people in household
Street	No. of Elderly (60+) in household?
Town	No. of Disabled in household
State	No. of Children in household
Tel. ()	

The table below shows a yearly gross income for each family size. If your household income is at or below the income listed for the number of people in your household, you are eligible to receive TEFAP commodities.

Household Size	1	2	3	4	5	6	7	8*
Annual Income	28,341	38,164	47,987	57,810	67,633	77,456	87,279	97,102

• for each additional person add \$9,823

You are also eligible to receive TEFAP commodities if your household participates in any of the following programs. If you participate in any one of these programs, please check the box(s) next to it.

- ☐ Food Stamps
- ☐ Energy Assistance
- ☐ WIC
- ☐ School Meals
- ☐ Husky Part A, Part B
- ☐ State Administered General Assistance (SAGA)
- ☐ Temporary Assistance to Needy Families (TANF)
- ☐ Aid to the Blind or Disabled
- ☐ Social Security Supplemental (SSI)
- ☐ Section 8 Rental Assistance Program

Please read the following statement, then sign the form and write in today's date.

I certify that my yearly gross household income is at or below the income listed on this form for households of the same number of people as my household, OR that my household participates in the program that I have checked on this form. This certification form is being submitted in connection with the receipt of Federal assistance. Program officials may verify what I have certified to be true. I understand that making a false certification may result in having to pay the State agency for the value of the food improperly issued to me and may subject me to civil or criminal prosecution under State and Federal law. I also certify that, as of today, my household lives in Connecticut.

Signature _____ Today's Date _____

TIP:

You will need to have a way to collect the age groups of all people in the household. (TEFAP Eligibility form asks for total number in household, number of children, and number of seniors. You can use this information to calculate the number of adults.)



- Enter your client DATA from current TEFAP Eligibility Forms
- Add new names as clients are approved
- Be sure to enter the date that the application came in

How to enter Client Data on the Master List tab

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Number of Families: 2																		
Apellido / Last Name	Nombre / First Name	Numero # / Street #	Calle / Street Name	Apt/Piso # / Apt/FI #	Ciudad / City	Codigo Postal / Zip	Telefono / Phone #s	Date of TEFAP/CTNAP form	Adults	Kids under 18	Seniors 60+	Male	Female	Black	White	Hisp.	Asian	Other
Hill	Sarah	100	Main Street		Hartford	06249	(860) 856-4347	8/6/2017	2			1	1		2			
Smith	Paul	450	Woodland Ave		Bloomfield	06002	(860) 286-7680	10/11/2017	2	2		1	3			4		

The next slides will show ALL Pantries how to Complete Columns B-M for each eligible household.

You will not need to enter this information again until the household recertifies.

Entering Client Data on the Master List tab

Columns B-J

B	C	D	E	F	G	H	I	J
Number of Families: 2								
Apellido / Last Name	Nombre / First Name	Numero # / Street #	Calle / Street Name	Apt/Piso # / Apt/FI #	Ciudad / City	Codigo Postal / Zip	Telefono / Phone #s	Date of TEFAP/CTNAP form
Hill	Sarah	100	Main Street		Hartford	06249	(860) 856-4347	8/6/2017
Smith	Paul	450	Woodland Ave		Bloomfield	06002	(860) 286-7680	10/11/2017

"Number of Families" will calculate automatically.

Contact information only needs to be entered once.

Tip: Sort Column J in chronological order to see which clients need to be recertified.

Entering Client Data on the Master List tab

Columns K-O

K	L	M
---	---	---

Adults	Kids under 18	Seniors 60+
2		
2	2	

enter **NUMBER** of

- Adults
- Kids
- Senior

from this household

2

Checking in Clients using the Statistics Log

Columns U-AD

Columns U-W and AD are LOCKED formulas. Do not attempt to enter data here, it will automatically update.



U	V	W	Y	Z	AA	AB	AC	AD
4	2	0	Total Families Served: 2					108
			Total Visits: 4					
			JANUARY 2017					
Adults	Kids under 18	Seniors 60+	WK 1	WK 2	WK 3	WK 4	WK 5	Total # of meals
			1		1			36
				1	1			72

Do not attempt to enter data in the "Meals" column AD. It will automatically update.



1. Scroll to find the correct week of the current month.
2. Enter a "1" if a member of the household received groceries that week.

Checking in Clients using the Statistics Log

Total Families Served: 0					0	0	0	0	Total Families Served: 0					0	0	0	0	Total Families Served: 0					0	0	0	0	Total Families Served: 0				
Total Visits: 0									Total Visits: 0									Total Visits: 0									Total Visits: 0				
FEBRUARY 2018					Total # of meals	Adults	Kids under 18	Seniors 60+	MARCH 2018					Total # of meals	Adults	Kids under 18	Seniors 60+	APRIL 2018					Total # of meals	Adults	Kids under 18	Seniors 60+	MAY 2018				
WK 1	WK 2	WK 3	WK 4	WK 5					WK 1	WK 2	WK 3	WK 4	WK 5					WK 1	WK 2	WK 3	WK 4	WK 5					WK 1	WK 2	WK 3	WK 4	WK 5
					-	-	-	-						-	-	-	-						-	-	-	-					
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					-	-	-	-						-	-	-	-						-	-	-	-					

Continue this same method throughout the year

Meal Calculation Assumptions:

It is assumed that each household receives food for 9 meals/person at each visit. (Three meals for three days.)

TIP: *If your pantry weighs the food each household receives, please ask for our Statistic Log Tool in the "POUNDS to MEALS" version.*



Monthly Statistics Reporting

A link to a **Survey** will be emailed to you on the 25th of every month.

It is imperative that we have the **correct email address** to send the link to.

Please make sure your email settings do not send the email to your spam box

You will need your **FIVE digit Agency Number** to log in.

Statistics are due on the **15th of the next month**.

Using this tool to do your Monthly Statistics Reporting

The TWO Statistics Questions can be found on the YTD People Totals tab.

Foodshare

2018	Adults	Kids under 18	Seniors 65+	Total # of meals
January	2	3	1	108
February	-	-	-	-
March	-	-	-	-
April	-	-	-	-
May	-	-	-	-
June	-	-	-	-
July	-	-	-	-
August	-	-	-	-
September	-	-	-	-
October	-	-	-	-
November	-	-	-	-
December	-	-	-	-
Total 2018	2	3	1	108

Here is the total number of meals distributed that month.

Here are the total number of (unduplicated) Adults, Children and Seniors for the month.

Print Version

2018 Master List

YTD People Totals

YTD CTNAP Totals

How to submit stats to Foodshare

A link to the Statistics "Survey" will be available on the Agency Shopping page beginning with the February 2019 statistics which are due March 15, 2019.

Please make sure that ONLY one PERSON from your organization submits the statistics each month.

You will need to know your Agency Reference number before you log on.



Remember:
**Statistics need to be
submitted by the 15th
of *each* month for the
previous month.**



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