



## Monthly Service Statistics Report for Food Shelves

**Instructions:**

Service statistics are calculated on for the calendar month and are due by the 15<sup>th</sup> of each month. (January statistics due February 15<sup>th</sup>, etc.) Use the comment section if you did not distribute any food during the month, changed your hours of operation, etc.

**How to return the form:**

1. Email it to [agencysupport@channel-one.org](mailto:agencysupport@channel-one.org)
2. Or fax it to 507-287-2351
3. Or mail to Agency Services, Channel One, 131 35<sup>th</sup> St. SE, Rochester, MN 55904

Statistics for the Month of: \_\_\_\_\_

Agency ID Number: \_\_\_\_\_ Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Service	Youth (0-17)	Adults (18-64)	Seniors (65+)	Number of Households*	Pounds distributed**
Food Shelf/Pantry Distribution					
Mobile or Pop-Up Pantry distribution					

\*Per TEFAP regulations, a household is defined as a single individual or group of related or unrelated individuals who are living as one economic unit and purchase and prepare food together. In cases where it is self-reported that multiple households live together at the same residence, but do not share income or food, each household is eligible for their own food service.

\*\*Pounds distributed should include food sourced through Channel One and local sources. Estimate pounds by weighing a typical household distribution and then multiplying by number of households. Some programs may weigh each distribution and record or use another method. Check with Agency Services for support on estimating pounds distributed.