Monthly Service Statistics Report for Food Shelves

Instructions: Service statistics are calculated for the calendar month and are due by the 15th of each month. (January statistics due February 15, 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
2. Or fax it to 507-287-2351
3. Or mail to Agency Services, Channel One, 131 35th 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 *Household Visits (duplicated)					

*Household Visits: Each time a member of the household uses the food shelf for their household it is counted as one household visit. Example: If a member of the household shops for their household at the food shelf twice in one month, they would be counted as TWO household visits. Include mobile visits, deliveries and other distributions into one duplicated count.

**Household: Per MN TEFAP regulations, a household is any single individual or group of people living together as one economic unit and purchasing and/or preparing food together. Households can be related or unrelated individuals of any age or gender. When multiple households live together at the same residence, each household is eligible for their own food service and should be counted as separate households. A household is comprised of the people in their household they are shopping for that day.

***Pounds distributed should include food sourced through Channel One and other, 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.

Comments: