



Monthly Service Statistics Report for Food Shelves

Instructions: Service statistics are calculated for the calendar month and are due by the 10th of each month. (January statistics due February 10, 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

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: The total weight of food in pounds that the food shelf distributes to all shoppers in one month including TEFAP and non-TEFAP foods, and pounds sourced through Channel One and other, local sources. This number can be calculated several acceptable ways including, but not limited to: Weighing each cart or bag at the end of the visit and adding up these weights; Finding an average weight for each family size and calculating weight based on number of families served at each family size, and/or; Calculating distributed pounds out based on inventory poundage at the beginning and end of each month, taking into consideration pounds in.

Comments: