



## Monthly Service Statistics Report for Meal Programs

### Instructions:

Service statistics are calculated the calendar month and are due by the 10th of each month. (January statistics due February 10, etc.) Every time you serve a meal or a snack, you'll need to keep track of the statistics below and return them to Channel One. Use the comment section if you did not serve any meals or snacks, 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

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

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

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

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

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Number of clients served\*: \_\_\_\_\_

Number of meals/snacks served\*\*: \_\_\_\_\_

#### **\*How to determine number of clients served:**

This number is unduplicated. Therefore, if one client eats many meals or snacks during the month, you only count that client once. This number can often be obtained by determining how many people were enrolled or registered for your program during this month. If you do not keep client lists, report the average number of people served each day.

For residential programs, count the number of residents living at the facility in the month.

#### **\*\*How to determine number of meals and/or snacks served:**

This number is duplicated. Therefore, if one client ate a meal every time they came to your program this month (for example, you serve a meal every Saturday), they will have eaten four meals during the month. This number can often be obtained by adding together your daily attendance records or meal counts.

Comments: