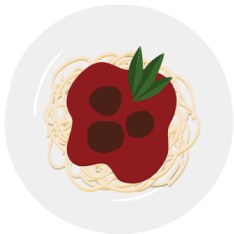
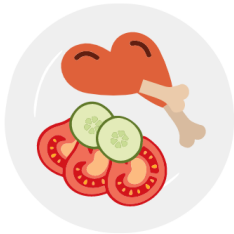


REPORTING



Just \$1 provides 6 meals

to neighbors in need across Southern Colorado.

25 million lbs of food

was distributed across 31 counties last year.

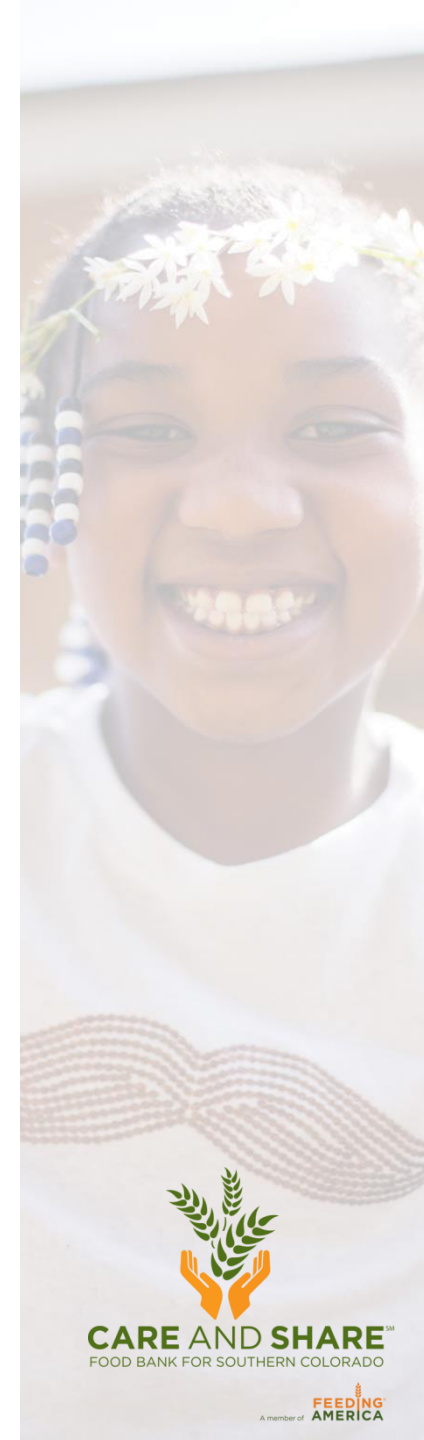
209,172 people

received the food they needed from our network of partners and programs.

4,927 kids

took nutritious food home through our Children's programs

This institution is an equal opportunity provider.



CARE AND SHARE™
FOOD BANK FOR SOUTHERN COLORADO

A member of
FEEDING AMERICA

YOU WILL LEARN...

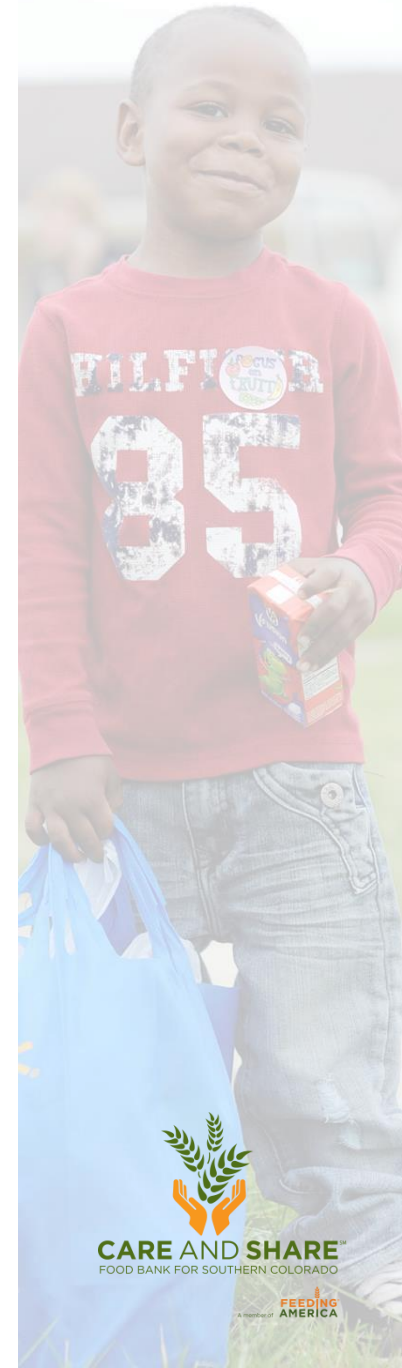
1. Why reporting is important and what it is used for
2. Why timeliness of reporting is so important
3. How to report and deadlines:
 - Food Pantry
 - Meal and Snack Sites
 - Everyday Eats (CSFP)
 - The Emergency Food Assistance Program (TEFAP)
 - Send Hunger Packing

We will hopefully have time for questions



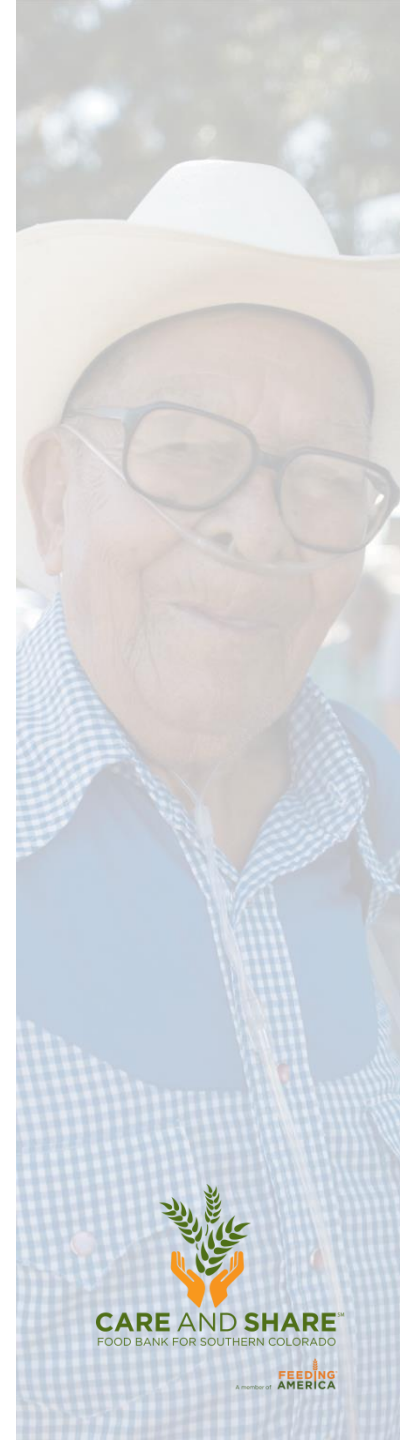
WHY WE REPORT

- Feeding America requires us to report
- FNS and the State require us to report
- We use the numbers we report to show the impact we make
- We use the numbers reported for donors who support our work and help us get more food for families facing hunger



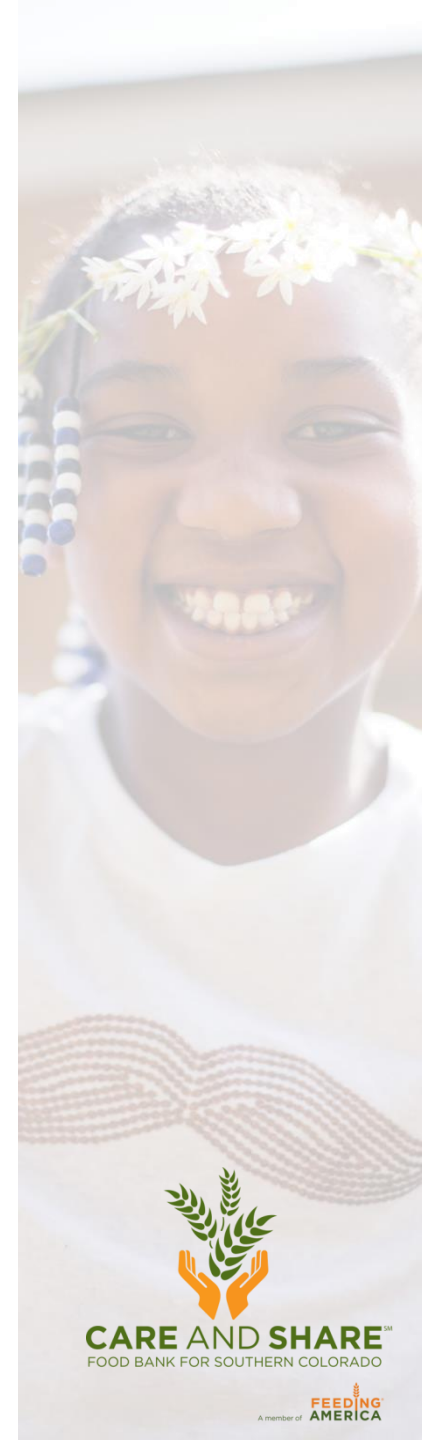
WHY REPORTING TIMELINES ARE IMPORTANT

- Care and Share reports the CSFP 153 and TEFAP 152 report monthly to the State of Colorado
- USDA Reports Care and Share is responsible to complete cannot even be started until all reports are received from our partners
- We report to Feeding America annually
- Our fundraisers use these numbers monthly to report on grants we have received



AGENCY EXPRESS REPORTS

- Reports are completed in Agency Express for food pantry, meal/snack sites, schools, and residential sites
- Agency Express opens on the 20th of the reporting month and closes on the 10th of the following month
- If you miss the window where Agency Express is open for reporting, you will need to send the report to Agencies@careandshare.org so that Care and Share staff can manually data enter the reports
- If the report flags as missing, you will receive an email letting you know that a report is missing
- When reports flag as missing, it is commonly because you have not gone in to verify that the report was submitted
- We have more detailed training for Agency Express reporting on our website - <https://careandshare.org/wp-content/uploads/2022/03/AE-Guide-Monthly-Reporting-3.2022.pdf>



CARE AND SHARE
FOOD BANK FOR SOUTHERN COLORADO

A member of
FEEDING AMERICA

FOOD PANTRY REPORT REQUIREMENTS

- You can use the Care and Share food distribution log, one you have created internally, or an approved electronic database to gather the information needed for reporting. If you have one you use on created internally or an approved electronic database, you will need to make sure that you are capturing the total adults, children, seniors, new individuals, new households, and total households served.
- New households start every January. We want to make sure we are capturing the total number of unduplicated individuals and households we serve each year. When agencies do not report this correctly, it impacts the impact statement we share with our donors and the community.

FOOD PANTRY DISTRIBUTION LOG



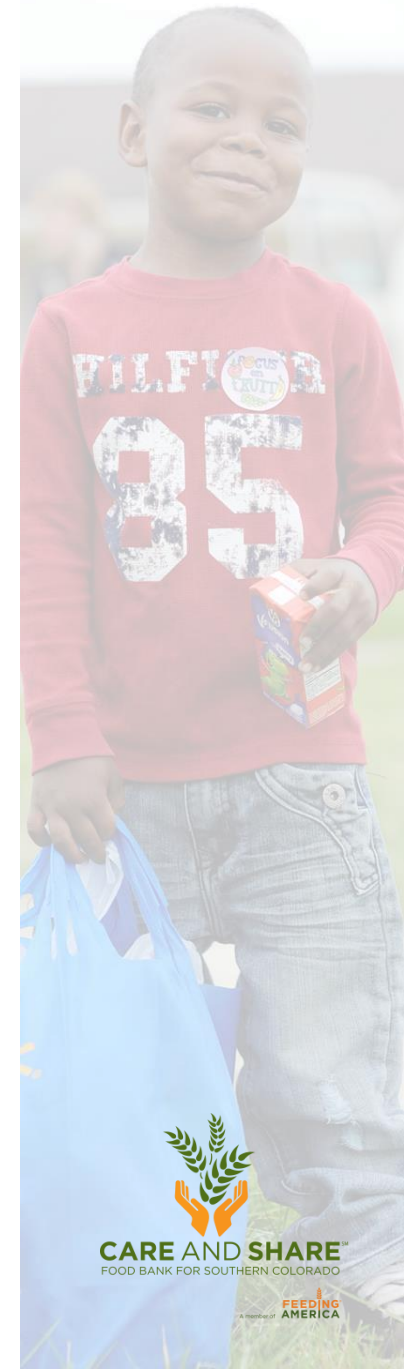
Date: _____

Agency Name: _____

Name <small>I hereby verify a need for food. Food is for private use and not for sale or barter.</small>	Adults (18-59)	Children (0-17)	Seniors (60+)	First visit since January 1 st			Is this visit related to COVID? ✓ if Yes
				Yes	# in HH	No	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Put Totals Here →→→							We believe that no one should go hungry

You can find more details on reporting guidelines on our website -

<https://careandshare.org/wp-content/uploads/2021/08/Monthly-Reporting-Guidelines.pdf>



CARE AND SHARE
FOOD BANK FOR SOUTHERN COLORADO

A member of
FEEDING AMERICA

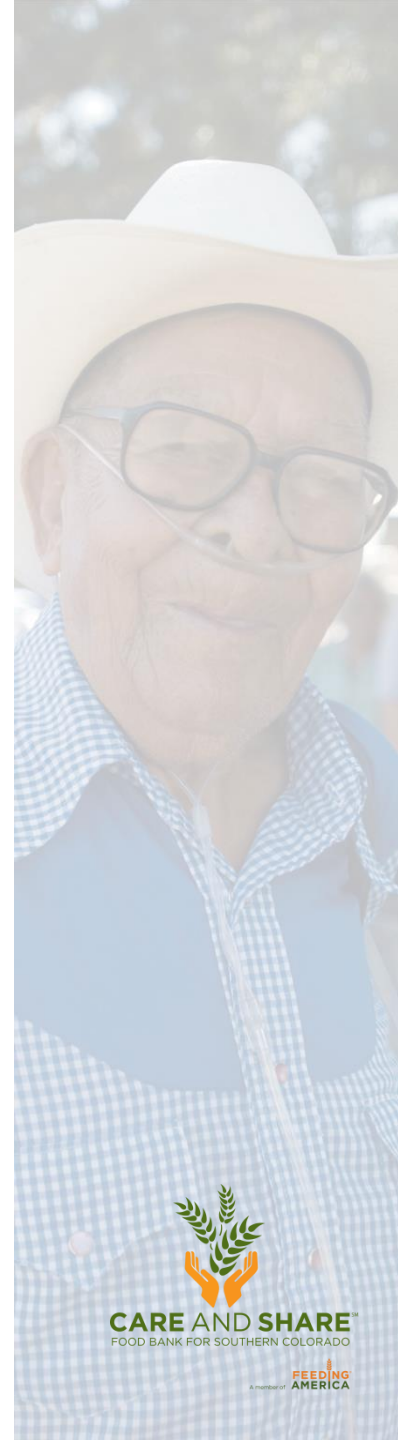
MEAL/SNACK REPORTS

- Meals and snack sites report the number of meals and snacks they served in the report month.
- Residential sites report the number of meals, snacks, and residents they served in the report month. The number of residents is not an unduplicated number.



CARE AND SHARE™
FOOD BANK FOR SOUTHERN COLORADO

A member of
FEEDING AMERICA



TEFAP REPORTS

Household Size		Recipient Name Print and Sign	Street Address, City and Zip	Phone #	Date	Certification		
Adult	Child					Approved		Denied
						PA	AI	

TEFAP reports are the easiest reports Care and Share collects each month

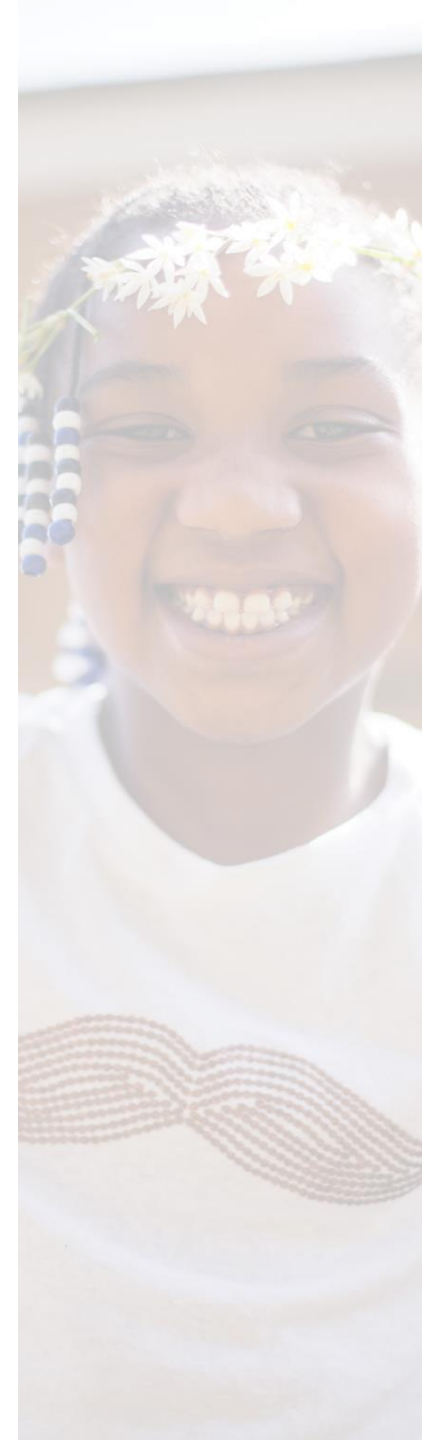
Step 1 – Complete all TEFAP distributions for the month

Step 2 – Add up all of the neighbors served

- For food pantry style distributions, this is households and individuals
- For meal sites, this is the total number of meals served

Step 3 - Email the reports to Agencies@careandshare.org by the 5th of the following month (there is not a specific format)

For more details about TEFAP requirements, please review the training on our website - <https://careandshare.org/wp-content/uploads/2022/03/TEFAP-Training-3.18.2022.pdf>




EVERYDAY EATS (CSFP) REPORTS

- Everyday Eats is by far the most complicated report at Care and Share
- Per Federal policy, the CSFP inventory belongs to the State until it is in the hands of the consumer
- Since the State is responsible for the inventory, they report it to FNS, meaning our partners report it to us so we can report it to them



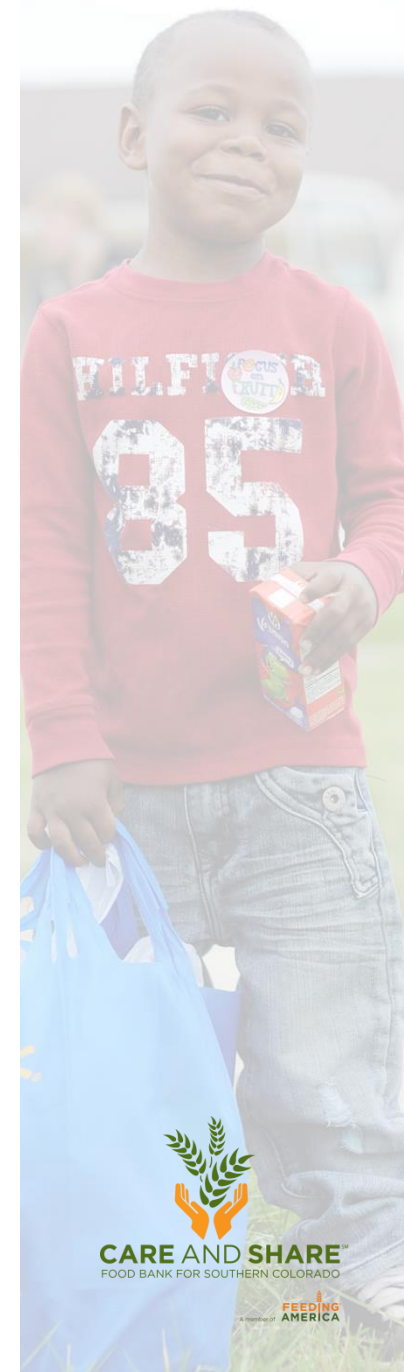
EVERYDAY EATS 2022 REPORT

		CSFP MONTHLY REPORT	
Agency Name: _____			
Monthly Report For: _____			
Total Number of BOXES leftover this month:	<input type="text"/>	Number of CHEESES left over this month:	<input type="text"/>
Menu Number _____ Leftover Boxes _____			
Menu Number _____ Leftover Boxes _____			
Menu Number _____ Leftover Boxes _____			
Menu Number _____ Leftover Boxes _____			
Number of BOXES required NEXT month:	<input type="text"/>	Number of CHEESES required NEXT month:	<input type="text"/>

Note: Effective 2022, agencies no longer have to report what inventory you started with. We already have the information from the month before.

1. Enter your Agency Name and the month of the report
2. Enter the total number of boxes and cheese left over after final distribution of the month
3. Enter the menu numbers of boxes you have left over after final distribution of the month

Note: All CSFP boxes come with a menu # on a sticker on the box. We are required to report the amount of inventory that has not been distributed to the state each month, so reporting the menu numbers is very important.



CARE AND SHARE
FOOD BANK FOR SOUTHERN COLORADO

A member of
FEEDING AMERICA

EVERYDAY EATS REPORT CONTINUED

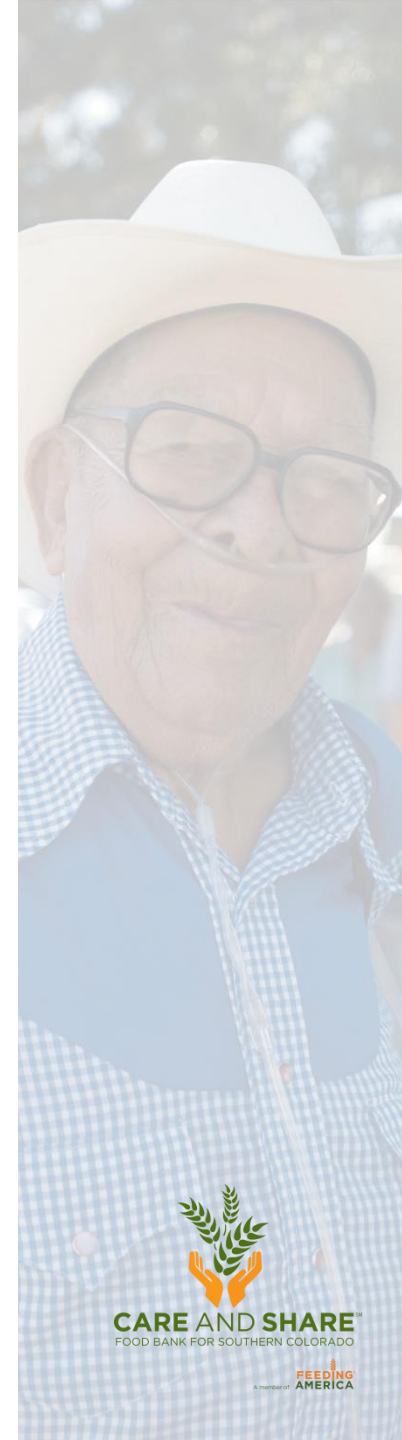
Number of BOXES required NEXT month:		Number of CHEESES required NEXT month:	
Did your delivery invoice match the number of boxes/cheese you received? (YES or NO) If NO, please explain:		Did you have any food loss? (YES or NO):	
If you have extra or missing boxes/cheeses, please explain why:		Number of signatures on this month's signature sheets:	

4. Enter the total number of boxes and cheese you would like Care and Share to send next month.


5. Indicate if the invoice did not match what you actually received and explain.

6. Indicate if you had any CSFP food loss in the report month and explain.

Note: CSFP Reports are due on the 1st of the following month.



EVERYDAY EATS REPORT EXAMPLE

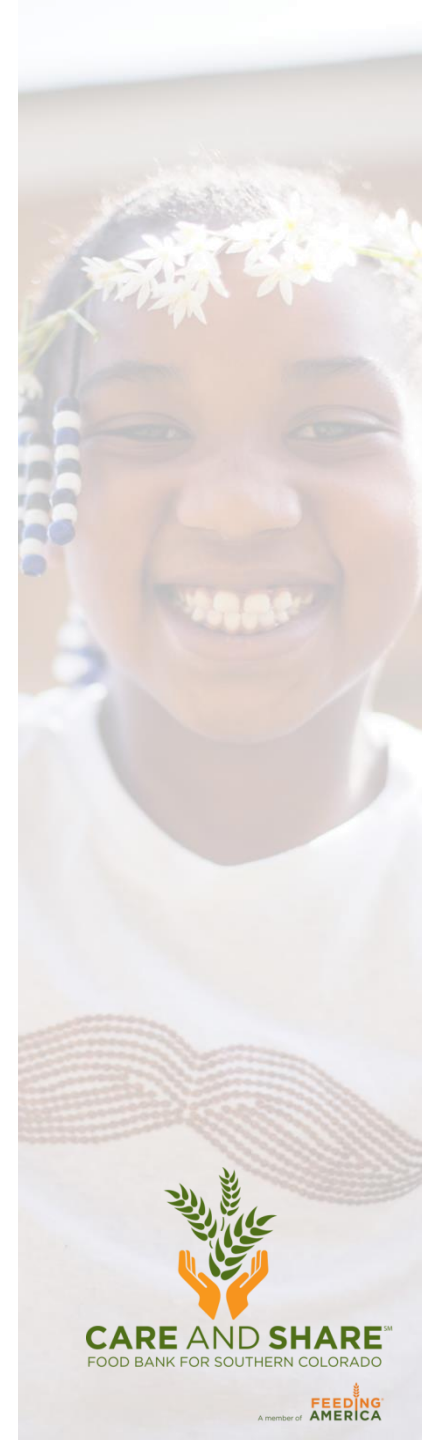
		<h2>CSFP MONTHLY REPORT</h2>	
Agency Name: Care and Share Food Bank			
Monthly Report For: January 2022			
Total Number of BOXES leftover this month:	<input type="text" value="2"/>	Number of CHEESES left over this month:	<input type="text" value="12"/>
Menu Number <u>M47</u> Leftover Boxes <u>1</u>			
Menu Number <u>M48</u> Leftover Boxes <u>1</u>			
Menu Number _____ Leftover Boxes _____			
Menu Number _____ Leftover Boxes _____			
Number of BOXES required NEXT month:	<input type="text" value="33"/>	Number of CHEESES required NEXT month:	<input type="text" value="23"/>
Did your delivery invoice match the number of boxes/cheese you received? (YES or NO) If NO, please explain:	No	Did you have any food loss? (YES or NO) Please be specific of which menu(s) was affected by the loss:	No

This is what this report tells us

- The agency has 2 CSFP boxes and 12 cheese left
- The 2 CSFP boxes that are left over from the report month are menu 47 and menu 48
- Agency is requesting 33 CSFP boxes and 23 cheese for next month

Note: For more details, review the CSFP Training on the website -

<https://careandshare.org/wp-content/uploads/2022/03/CSFP-Training-3.18.2022.pdf>



CARE AND SHARE
FOOD BANK FOR SOUTHERN COLORADO

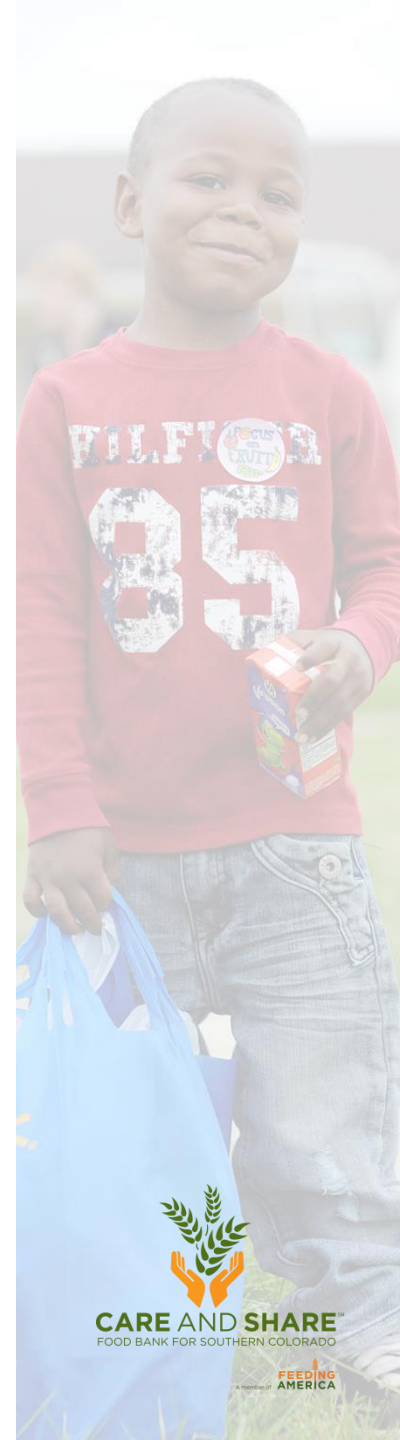
A member of
FEEDING AMERICA

SEND HUNGER PACKING (SHP) REPORTS

- SHP reports are the total number of weeks you distributed bags, the total number of bags you distributed, and the total number of duplicated children served
- Reports for SHP are completed on a Google link
- SHP reports are due by the 10th of the following month
- If the report is not submitted timely, you can still complete it in the google link
- For more details, review the SHP Training on the website - <https://careandshare.org/wp-content/uploads/2021/11/SHP-Training-21-22-Fina-11.10.21.pdf>



QUESTIONS



CARE AND SHARE
FOOD BANK FOR SOUTHERN COLORADO

A member of
FEEDING AMERICA



If you have any questions, please reach out to agencies@careandshare.org or contact your regional manager.

