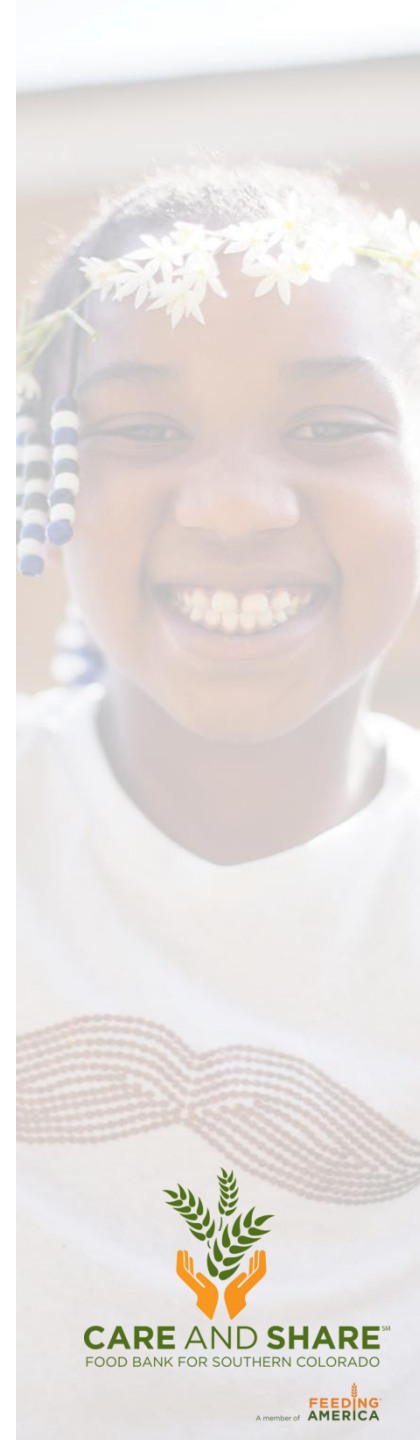


REPORTING ON AGENCY EXPRESS 4

Welcome

AGENCYExpress4™



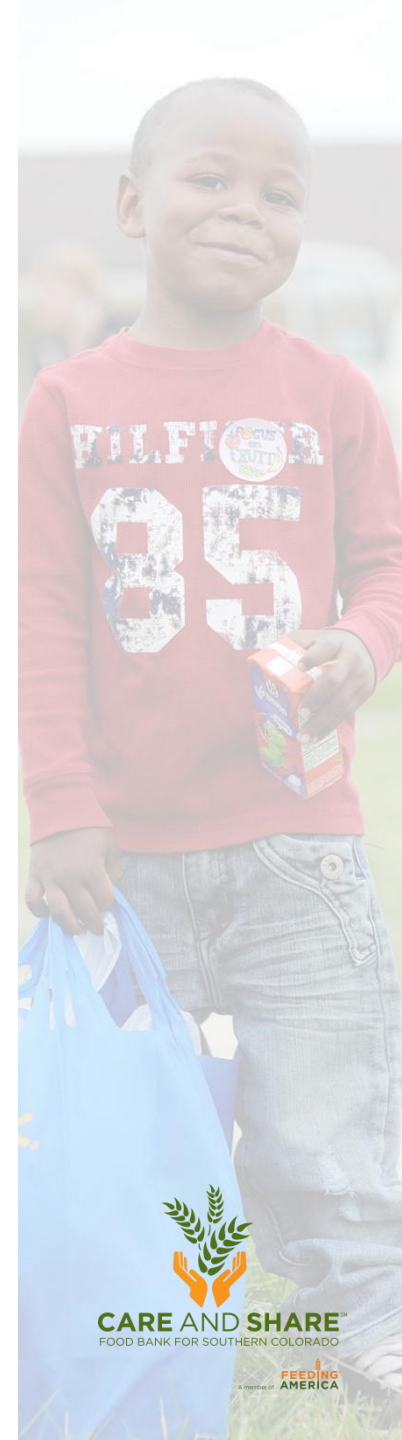
CARE AND SHARE™
FOOD BANK FOR SOUTHERN COLORADO

A member of
FEEDING AMERICA

MONTHLY REPORTING GUIDELINES

Thank you all for using Agency Express to input monthly numbers of neighbors served. These reports also allow Care and Share to be more responsive to changing needs in communities as we identify seasonal trends impacting agencies.

Reports are to be received by Care and Share no later than the 10th of the following month (i.e., the July report is due by August 10th, the August report is due by September 10th, etc.). If your agency was closed and no neighbors served, a report filled out with zeroes is still required.



YOU WILL LEARN...

- How to get a login if needed
- How to enter the demographic information for your agency
- Tips on how to fill out the report correctly
- The difference between the programs and how they report

Note: All agencies that are using the Care and Share Service Insights (SIMC) platform are exempt from reporting in the Agency Express platform.

LOG INTO YOUR ACCOUNT



We believe no one should go hungry.

Welcome AGENCYExpress4™

User Name

Password

Forgot Password?

Agency Number

Forgot Food Bank Number?

Remember me next time

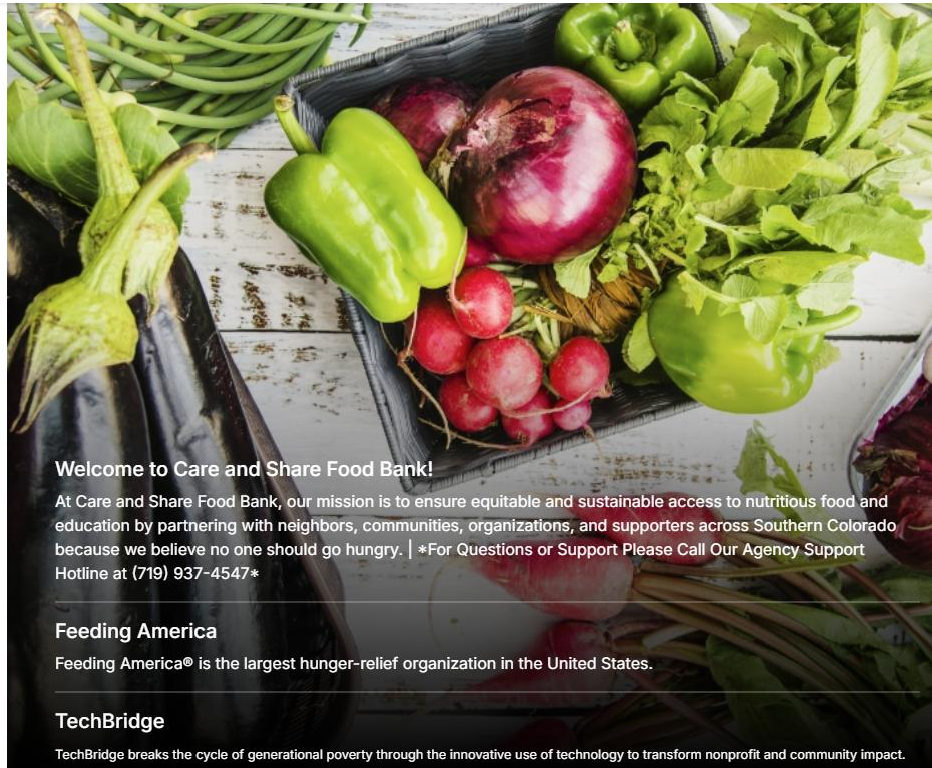
Login

Clear your User Name & Agency Number here

Certified Secure this site is tested and certified daily to pass the
MacAfee Secure Security Scan.

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techbridge



Welcome to Care and Share Food Bank!

At Care and Share Food Bank, our mission is to ensure equitable and sustainable access to nutritious food and education by partnering with neighbors, communities, organizations, and supporters across Southern Colorado because we believe no one should go hungry. | *For Questions or Support Please Call Our Agency Support Hotline at (719) 937-4547*

Feeding America

Feeding America® is the largest hunger-relief organization in the United States.

TechBridge

TechBridge breaks the cycle of generational poverty through the innovative use of technology to transform nonprofit and community impact.

You can access Agency Express 4 [Here](#)


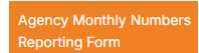
Note: If you need login information for your agency, please email agencies@careandshare.org with your first name, last name, and the agency you need a login for.



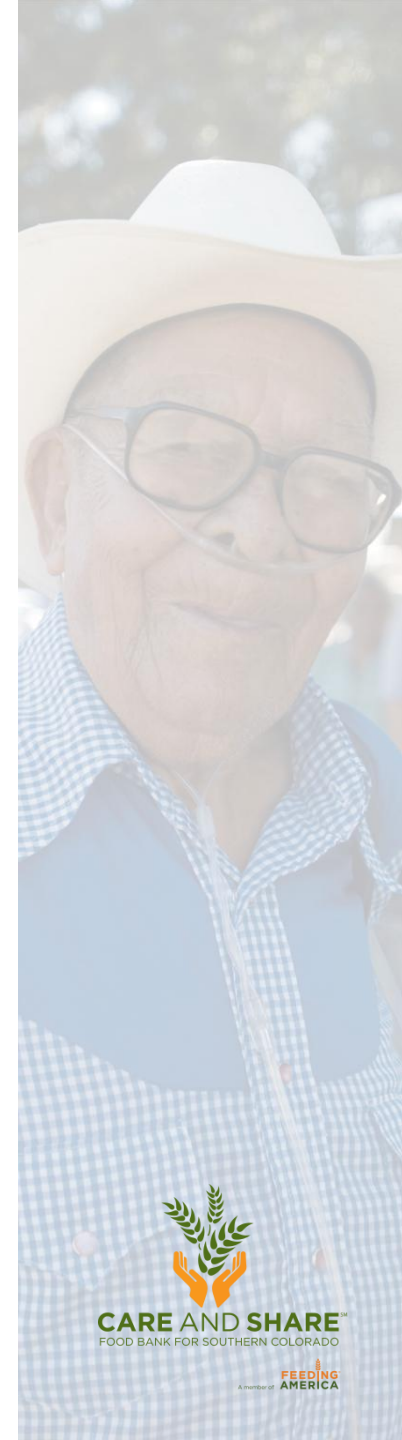
CARE AND SHARE™
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A member of

PART 1 – AGENCY INFORMATION

- Click  on the left-hand side of the screen and a menu will drop down.
- Click  on the left-hand side of the screen and the reporting menu will come up.
- Enter your agency name – please make sure you list the name printed on your Care and Share invoices.
- Enter your agency number – This is generally a 6-digit code that can also be found on your invoice. Please do not enter the 0019 before the agency number. Please do not enter the AEPUB or AECOS at the end of your agency number. Entering the extra characters creates additional steps for our staff who process reports.
- Enter your name as the person filling out the report.
- Enter the first day of the month you are reporting for (4/1/2026 for April 2026).

Note: All agencies that are using the Care and Share Service Insights (SIMC) platform are exempt from reporting in the Agency Express platform.



PART 1 – CHOOSING A PROGRAM

Please enter the type of program you are reporting for. (If more than one, please complete the form again.) *

If you're not sure which to choose, select "Pantry".

- Pantry
- TEFAP
- Meals
- Residential

All agencies have to choose which program they are reporting for:

Pantry – Agencies distributing food in either a client choice or food box model.

TEFAP – Agencies distributing TEFAP foods as a food pantry model.

Meals – Agencies reporting meals and snacks, but are not a traditional residential facility or shelter.

Residential – Agencies serving meals/snacks to neighbors sleeping at the facility, generally a group home or a shelter.

Alternate System Data – Agencies using your own data systems to collect neighbor served data and not using the SIMC system, please enter the data in the Pantry section.

Note: If you are not sure which program type to report under, please reach out to agencies@careandshare.org for clarification.

Note: If you have a Food Pantry and a meal site, please submit 2 reports.



PART 2 – NEIGHBOR DATA

FOOD PANTRY DISTRIBUTION LOG

"We believe that no one should go hungry."

DATE: _____

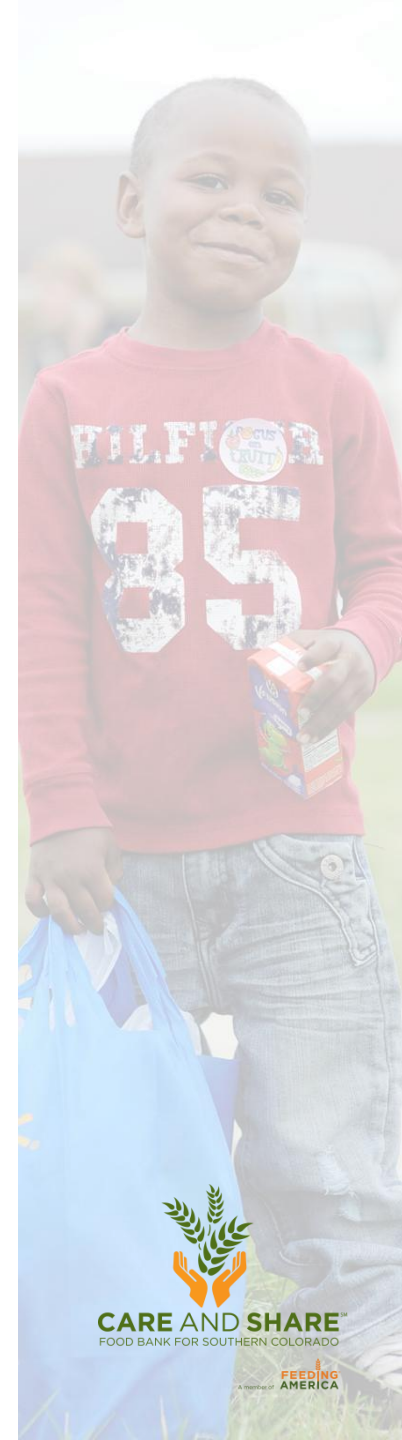
AGENCY NAME: _____



	Name- Please Print <small>I hereby verify a need for food. Food in for private use and not for sale or barter.</small>	Adults	Children	Seniors	# in HH	First Visit?	
		(18-59)	(0-17)	(60+)		Yes	No
1							
2							
3							
4							
5							

Food Pantries

- Can use the neighbor sign-in sheet to make it easier to count the number of people assisted each month.
- Add the totals of each sheet used at distribution during the month.
- Monthly report only - New columns added to show if this is the first time the neighbor has used the food pantry this calendar year Remember: On the first visit each year (usually January), each neighbor of the food pantry is counted as a new neighbor this year.
- Neighbor visits pantry in first week of January – counted as a new neighbor, and included in the total neighbors served during the month.
- Same neighbor returns to the pantry in the second week of January, this visit is NOT a new neighbor, but is included on the total neighbor served during the month.



PART 2 – NEIGHBOR DATA


Meal/Snack Sites

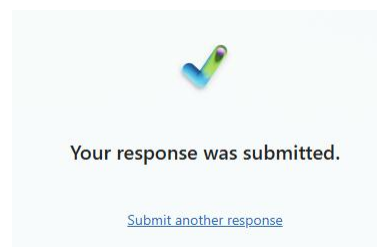
- Number of meals served during the month
- Number of snacks served during the month (if separate from breakfast, lunch or dinner)

Residential Programs

- Number of individual residents who stayed in the facility during the month (i.e., 24 beds x 30 days = 720 residents)
- Number of meals served during the month (24 beds * 30 days * 3 meals = 2160)
- Number of snacks served (if separate from breakfast, lunch or dinner)

PART 2 – SUBMITTING DATA

- Once you have entered data into all of the boxes, verify that your entry is correct
- Click 
- Once your response is submitted, you will see the following on your screen



- **Note:** If you have any additional questions about reporting, please reach out to agencies@careandshare.org or call the Agency Hotline at (719) 937-4547

