



## MONTHLY PROGRAM REPORT INSTRUCTIONS

- Be sure to completely fill in the top portion of the report.
- Report EACH of your agency's programs that MVFB provides food for.
- Report EVERY month, even if your agency didn't shop at MVFB that month.
- Report UNDUPLICATED individuals. The number of unduplicated adults, unduplicated children and unduplicated seniors equal the agency's total number unduplicated individuals.

**PLEASE NOTE: ONE PERSON THAT VISITS AN AGENCY MULTIPLE TIMES A MONTH (determined from sign in sheets) WOULD BE REPORTED AS ONE UNDUPLICATED INDIVIDUAL THAT MONTH.**

- Every Member Agency Program must have sign in sheets (or intake sheet if Residence/Shelter). This enables agencies to determine eligibility AND accurately report numbers to MVFB.
- Report the number of households served based on unduplicated individuals. Example: If a guest accesses food for a household of four people they are reported as four individuals and one household.
- Report how many of those served are Veterans. Example: If a person served is both a Senior and a Veteran they will be reported in both categories, Senior and Veteran.
- Please report the ACTUAL TOTAL number of meals, bags or boxes served or distributed during the month to ALL guests.
- Please record the percentage of food received from MVFB that month, even if zero.
- Please report Gender and Ethnicity of your agency's recipients (as best you can) in percentages which must total 100 percent.

### EXAMPLES:

#### IF YOU REPORT MEALS...

- If 1 guest in a shelter is being fed 3 times a day 30 days a month, this would be reported as 1 unduplicated individual that was served 90 meals that month.
- If 200 repeat guests eat one meal per week at a soup kitchen, this would be reported as 200 unduplicated individuals that were served 800 meals that month.

#### IF YOU REPORT BAGS OR BOXES...

- A Pantry open *once* a month: If 50 guests come in and each person is given 3 bags/boxes of food, this would be reported as 50 unduplicated Individuals and 150 bags/boxes that month.
- A Pantry open *twice* a month: If 50 repeat guests come in and each person is served 3 bags/boxes of food each visit, this would be reported as 50 unduplicated Individuals and 300 bags/boxes that month.