

CONNECTICUT FOOD BANK
MONTHLY
STATS
SUBMISSION

UPDATED AUTUMN 2020

CONNECTICUT FOOD BANK

**MONTHLY STATS
SUBMISSION**

Connecticut Food Bank is committed to alleviating hunger in Connecticut by providing food resources, raising awareness of the challenges of hunger, and advocating for people who need help meeting basic needs. Connecticut Food Bank partners with the food industry, food growers, donors, and volunteers to distribute nutritious food to people in need. Connecticut Food Bank distributes food through a network of partners and programs in Fairfield, Litchfield, Middlesex, New Haven, New London, and Windham counties – where nearly 400,000 people struggle with hunger. In 2019, Connecticut Food Bank distributed food to help provide 24 million meals.

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CONNECTICUT FOOD BANK

MONTHLY STATS SUBMISSION

As a partner agency with Connecticut Food Bank, you are required to record and report statistics about guests who make use of your programs. These statistics must be reported on a monthly basis using an online form.

CONNECTICUT FOOD BANK MEMBER OF #FEEDING AMERICA

Monthly Statistics

Monthly statistics are due the 15th of every month for the previous month.

1. Contact Information

Name of person completing form *

Email *

2. Program Information

Program Name *

Maximum of 50 characters. Currently Used: 0 characters.

Program Number *

Maximum of 15 characters. Currently Used: 0 characters.

Program Category *

Report Month *

Report Year *

3. Statistics

Total number of meals provided for the month *

Number of unduplicated Adults (18-59) *

Number of unduplicated Children (0-17) *

Number of unduplicated Seniors (60+) *

The online Monthly Stats submission form.

Agencies must have a system in place to count the number of people served and track the number of meals provided. Upon request, they will need to explain how they are reaching these numbers.

If your agency receives CTNAP food, you will also need to collect information about the race/ethnicity and sex of your guests. We acknowledge that these forms, which are mandated by the government, are limited in scope, and lack many racial, gender, or ethnic options that guests may identify with. Connecticut Food Bank has no control over what information is collected by the government, and we encourage our agencies to request that guests report information that most closely matches with how they identify.

The image shows a digital form titled "4. CTNAP Statistics". At the top, it asks "Do you receive CTNAP?" with radio buttons for "No" and "Yes", where "Yes" is selected. Below this is a section for "Reporting Instructions" which states: "Please report only the information of program participants who filled out a CTNAP form during the month for which you are reporting. Total numbers for each of the following categories - Age, Sex, and Race/Ethnicity - should all equal each other." The form is divided into three main sections: "Age", "Sex", and "Race/Ethnicity". Each section contains a label and a text input field. Under "Age", there are fields for "Number of Adults (18-59)", "Number of Children (0-17)", and "Number of Seniors (60+)". Under "Sex", there are fields for "Male" and "Female". Under "Race/Ethnicity", there are fields for "Black", "White", "Hispanic", "Asian Pacific Islander", and "Other". A "Submit" button is located at the bottom left of the form.

CTNAP reporting section of the Monthly Stats submission form.

The biggest issue that occurs is agencies not properly entering their program number. The program numbers required to submit Monthly Stats are case sensitive. **0056p is not a part of your agency's program number!** Numbers that start with 0056p are program codes that agencies use when logging in to our system for online ordering. Your agency number will always start with A. Be sure to include hyphens when necessary, and avoid unneeded spaces.

Program Number

<i>(for Monthly Stats)</i> Example program numbers: A1234-001 A1234-1	<i>(for online ordering)</i> Example program codes: 0056pA1234-001 0056pA1234-1
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LEFT: Examples of correct program numbers for Monthly Stats reporting
RIGHT: Examples of program codes used when logging in to order food online

The “Agency Tools” section of the Connecticut Food bank website includes many forms and other resources that agencies may find useful. Before contacting Connecticut Food Bank with a question or concern, please review the resources on the website to see if the answer to your question is located there.