

Partner Agency Monthly Report of People Served

Report Month / Year:		
Agency Name:		
Agency Address:		
Phone Number:		
Email Address:		
County:		
Agency Contact:		
Report prepared by:		
Please indicate agency type:	Food Pantry	Community Kitchen / Emergency Shelter / Group Home

Food Pantry data collection:

Total number of children (0-17) served last month	
Total number of adults (18-59) served last month	
Total number of seniors (60+) served last month	
Total number of household served only one time last month	
Total number of household served two or more time last month	
Total number of new household served last month	
Number of households turned away last month	

Community Kitchen / Emergency Shelter / Group Home data collection:

Total number of meals served to children (0-17) last month	
Total number of meals served to adults (18-59) last month	
Total number of meals served to seniors (60+) last month	

***You must enter the data above on your report on Agency Express under the "Report" tab
*no later than the 10th of the month.****

Any questions regarding Agency Express, please contact:

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For any other questions, please contact your respective branch:

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