

Monthly Service Reporting FAQ

Q: How do I calculate the number of meals our agency served?

If your agency would like to calculate the total number of meals served, please use the following formula:

$$\text{Total Meals Served} = \text{Total Individuals Served} \times \text{Meals Per Person}$$

Meals per person is the number of complete meals your agency offers to each person who utilizes your services.

- For food pantries, the meals per person must be either 9, 15 or 21. You must designate each grant year which package guideline your agency is using. You cannot change the meals per person without prior approval from Food Bank of Central New York.
- For soup kitchens, the meals per person is always one.
- For rehabs and shelters, the meals per person is based on the number of meals you provide each day to your residents. If your agency serves breakfast, lunch, and dinner, the meals per person is three.
- For fresh foods partner agencies, the meals per person is always nine.

"Total Individuals Served" is the total number of children, adults, and seniors served.

Q: What if I submitted the wrong service numbers?

Please only submit one report for each month. If you need to make changes to the report after it has been submitted, please call 315-437-1899 ext. 256.

Q: What is considered a household?

Food pantries and Fresh Foods partner agencies must submit total number of households served. A household is a group of related or non-related individuals living as one economic unit who buy and cook food together. It can also mean a single individual living alone.

Each household or family that your agency serves should be counted. When a household comes to your agency, you must also count the number of people in the household by age category. For example, one household could have three adults, two children, and one senior person.

Q: What ages are considered children, adults, seniors?

Children (ages 0-17 years), adults (ages 18-64 years), seniors (ages 65+ years)

Q: Why does my agency have to submit monthly service reports to the Food Bank?

Food Bank of Central New York must compile and submit data from partner agencies to New York State Department of Health. This data is also a powerful tool for educating donors, policymakers, and the general public about hunger in central and northern New York. Demonstrating the need for services allows the Food Bank to effectively advocate for support.

If you have any questions, please contact the Agency Relations Department at 315-437-1899 ext. 256