

**CONNECTICUT FOOD BANK**  
**MONTHLY**  
**STATS**  
**SUBMISSION**

**UPDATED AUTUMN 2020**

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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

**A**s 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.

The image shows a screenshot of the Connecticut Food Bank's online Monthly Statistics submission form. The form is titled "CONNECTICUT FOOD BANK" with the tagline "MEMBER OF #FEEDING AMERICA". Below the title, it says "Monthly Statistics" and "Monthly statistics are due the 15th of every month for the previous month." The form is divided into three main sections: 1. Contact Information, 2. Program Information, and 3. Statistics. Each section contains several input fields for text, email, and dropdown menus, with asterisks indicating required fields. The form is presented in a clean, white layout with a light gray border.

**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.

We recommend that agencies with food pantries use an electronic spreadsheet that Connecticut Food Bank has designed to data collection. This spreadsheet, which can be used with applications such as Apple Numbers or Microsoft Excel, has been designed to collect guest information that agencies have gathered.

The image shows a screenshot of a spreadsheet application. At the top, a yellow cell contains 'Number of Families: 0'. Below this is a grid of columns and rows. The columns are labeled with agency information: Agency/Last Name, Number / First Name, Number / Street #, Calle / Street Name, Apt/Phone # / Apt/Flt #, Ciudad / City, Codigo Postal / Zip, Telephone / Phone #s, and Date of YTD/CTNAP form. There are also columns for demographic data: Adults, Kids under 18, Seniors 60+, Male, Female, Black, White, Hispanic, Asian, Other, and three columns for visits (Adults, Kids under 18, Seniors 60+). At the bottom right, there are summary columns for 'Total Families Served: 0', 'Total Visits: 0', and a monthly breakdown for 'JANUARY 2020' (WK 1, WK 2, WK 3, WK 4, WK 5). The spreadsheet is titled '2020 Master List' and includes a 'Print' button.

Connecticut Food Bank has created an optional spreadsheet to facilitate data-collection

Each month, you will report your statistics to Connecticut Food Bank using an online submission form. Agencies can find this form on the **Agency Tools** section of Connecticut Food Bank’s website. Alternatively, this form can be accessed at [ctfoodbank.org/monthlystats](http://ctfoodbank.org/monthlystats)

Statistics are due on the 15th of every month for the previous month. For example, the numbers for April are due on May 15.

If an agency falls behind in monthly statistics reporting, its food ordering privileges may be suspended by Connecticut Food Bank.

Once you input the information, you will receive a confirmation email. Please keep this email in your records in case we need to reference this entry in the future. We strongly encourage agencies to keep electronic records for easy access.

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:  <b>A1234-001</b> <b>A1234-1</b>	<i>(for online ordering)</i> Example program codes:  <b>0056pA1234-001</b> <b>0056pA1234-1</b>
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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.