



Dear Agency Partner,

We recently posted a message on Network News that may have caused some confusion regarding the combination of Diaper and Period reporting data on our existing reporting sheet. I apologize for any confusion and would like to clarify the situation with the following FAQ:

1. What are the new forms, and why did CFBNJ create them?

The new forms are the Non-Government Commodity Acceptance Sheet, which now includes Diaper Bank and Period Initiative reporting, and the Monthly Service Report, which also includes Diaper Bank and Period Initiative reporting.

In recent months, we have been stressing the importance of signature sheets and monthly reporting. All our food programs are required to ensure that everyone who receives food signs and reports the number of servings they receive each month. When we introduced the Non-Government Signature Sheet and the Monthly Service Report, agencies raised concerns about the number of forms clients had to complete. We can't make changes to government forms like USDA/SFPP forms, but we have the flexibility to make changes to non-government forms. We decided that the best solution was to incorporate diaper and period reporting into the Non-Government Signature Sheets and Monthly Service Report.

For example, if you run a food pantry serving SFPP, USDA, COOP/Donated, Diapers, and Period clients, clients previously had to fill out 5 separate signature sheets and submit 4 different reports. With the new combined forms, clients will only need to complete 3 forms and submit 3 reports. This streamlines the process and hopefully reduces paperwork for everyone involved.

2. Will Diaper and Period Reporting be available on Oasis?

Yes! We are actively working to include Diaper Bank and Period Initiative reporting and signature sheets on Oasis. We hope to be able to provide an updated on this by November 2023.

3. Do I still have to use the Microsoft Teams form?

No, the Monthly Service Report with Diaper and Period information is meant to replace the separate diaper and period reporting.

4. Do we need to report in individual units of diapers and pads?

Yes. We have always requested reporting on the number of diapers and maxi pads distributed individually. We apologize if this wasn't clear earlier.

5. Why do we have to report in individual units?

As partners of the National Diaper Bank Network, we are required to submit an annual report based on the number of individual units distributed. Reporting this way ensures the most

accurate data and helps us better understand your agency's needs and the quantity of products you distribute to each neighbor. Here's a chart to help with the breakdown:

Diapers:

Item	Diapers Sleeve Per Case	Individual Diapers Per Sleeve
Size Newborn	8	25
Size 1	8	25
Size 2	8	25
Size 3	8	25
Size 4	8	25
Size 5	8	25
Size 6	8	25
Size 7	8	25
Adult Large	4	18
Adult X-Large	4	14

**Sleeve – the clear plastic holding together several diapers*

Period:

Item	Packs per Case	Individual Pads per Pack
Maxi Pads	12	24

6. I'm a Diaper Bank/Period Bank only agency. Does this apply to me?

While the signature sheets may not apply to you since you don't distribute food, you should still use the Monthly report form.

7. The signature sheets won't work for us because we conduct our diaper and period distribution on a separate day than our food pantry.

If the signature sheets don't align with your distribution methods due to separate days for diaper and period distribution, you can continue using the previous Diaper and Period sheet. However, Monthly Service Reports must be submitted using the new form.

I'm attaching the new forms to this email for anyone who didn't receive them.

I hope this clarifies some of the confusion! For any further questions, I will be hosting a Q&A session on Wednesday, September 27th, from 10:00 am to 11:00 am to address all questions related to diaper and period reporting. If you can't make it but have reporting-related questions, please feel free to reach out to me directly.