



Monthly Service Report

The Community FoodBank works hard to provide our partner agencies with quality service and a wide variety of nutritious foods for your clients. We also must be accountable to our donors and the Feeding America Network. We must have a record of the number of people that are served at our member agencies. **Your cooperation in submitting reports on time is a requirement of your membership with the FoodBank.**

Please submit the following information below by the 7th day of the following month for EACH program registered with the FoodBank. (i.e., January's report would be due on February 7th. The reports can be emailed to Network Relations at **PartnerReporting@cfbnj.org**)

Month /Year _____
 Agency Id Number (i.e. A0001-01) _____
 Agency Name _____
 Contact Name _____ Phone Number _____

A. Pantry Programs & Other Non-Meal Distributions

	CFB Com. Accept. Sheet	SFPP Com. Accept. Sheet	TEFAP Com. Accept. Sheet
Number of Adults (over 18) served during the month			
Number of Children (under 18) served during the month			
Total Number of Persons served during the month			
Total Number of Households served during the month			

B. On-Premise/Congregate Feeding Programs

Agency ID: _____

(Soup Kitchens, Group Homes, Shelters, After school programs)

- Total Number of individuals served _____ (include snacks)
 - Number of breakfasts _____
 - Number of lunches _____
 - Number of dinners _____
 - Number of snacks _____
 - Number of home delivered meals _____
- Total Number of meals provided _____ (Add together all lines from question #1 except for the total number of individuals)

Please reach out directly to your Network Relations representatives if you need to report any program changes such as new director, contact person or shopper, in addition to any address, e-mail, or telephone number updates.