Dear Agency Partner,

We recently hosted a Diaper & Period Orientation for all agencies participating in these programs. There were many questions related to reporting, so I want to provide an FAQ you can refer to, including a link to the Orientation recording: https://drive.google.com/file/d/16KjcOd-qrpd_LM_Qs_-0_jwfVGIHtQNY/view?usp=drive_link

1. Why do we need to report the amount of diapers & pads we're distributing to each neighbor?

Reporting is a requirement to be a partner agency of CFBNJ, across food and non-food distributions. Food serving reports are submitted to the State by CFBNJ, a requirement we must follow, and Diaper & Period serving reports are submitted annually by CFBNJ to the National Diaper Bank, also a requirement we must follow.

Additionally, reporting your serving numbers and quantities of Diapers & Maxi Pads you distribute also provides us with the data to:

- Understand diaper need and period poverty at the State and Federal level
- Allows us to push for budget and program increase, therefore potentially increasing the diaper maximums per agency
- Aids CFBNJ in applying for grants and speaking with donors
- Helps CFBNJ advocate for systematic reform relating to diaper need and period poverty

2. How do we report?

You have three options:

1. The revised DPP (Diaper/Period Programs) Commodity Acceptance Sheet, and Non-Government Monthly Service Report
2. The new CFBNJ digital intake and reporting tool, created as in interim tool to Oasis
   a. This allows you to report everything you're distributing to neighbors, including Diaper & Period products, is meant to be simple and does most of the calculations for you
3. Oasis

3. How do I fill out the DPP Commodity Acceptance Sheet?

1. Include Agency Name, Number, Distribution Month/Year and Distribution location if it's different than the delivery address we would have on file

2. Enter the date to keep track of when that neighbor comes for diapers or maxi pads

3. Enter the name of the neighbor picking up diapers/maxi pads for their household (options can be full name or first initial & last name)

4. Enter number of adults in their household receiving adult diapers, number of children in their household receiving children's diapers, and number of menstruators in their household receiving maxi

pads (if applicable). This is how we will understand how many people we are serving through these programs.

5. Enter the number of sleeves of diapers or packs of maxi pads per size each neighbor is receiving. We will do the calculation of individual diapers/pads distributed for you. This information is required for CFBNJ to report to the National Diaper Bank. This will also help us understand the need by size per agency so we can improve our ordering patterns.

- There are 8 sleeves per case of Children's diapers
- There are 4 sleeves per case of Adult diapers

6. Enter the address, or at minimum the zip code of the neighbor picking up diapers/maxi pads. This is how we will know how many households we are serving through these programs.

7. If you're completing the DPP Commodity Acceptance Sheet on your computer, the totals will auto-populate at the bottom of the sheet, so you can easily enter the totals in the Non-Gov Monthly Service Report

4. How do I fill in the Non-Gov Monthly Service Report?

The Non-Gov Monthly Service Report is to capture non-Gov food distributions and Diaper/Period Distributions at your pantry. If you're completing the DPP Commodity Acceptance Sheet on your computer, the totals will auto-populate at the bottom of the sheet, so you can easily enter the totals in the Non-Gov Monthly Service Report. Enter:

- Total number of children served = Total number of children received children diapers
- Total number sleeves of diapers distributed (no longer have to provide individual diaper counts)
- Total number of menstruators = total number of people who will be using maxi pads
- Total number of adults served = Total number of adults (above 18) who received adult diapers
- Total number packs of maxi pads (no longer have to provide individual pad counts)

5. I've been using an online form to report, through Microsoft Forms. Should I still be using this?

No, the options above are meant to replace any previous forms.

6. What if I use a different digital tool that wasn't mentioned above?

If you use a different tool like PantrySoft, we are working on a way to link PantrySoft to our CFBNJ digital tool. In the meantime, you'd have to use the Commodity Acceptance Sheet.

7. What will happen if I'm not reporting?

If you are having challenges reporting, we will work with you to find solutions. If an agency is negligent in reporting, we are subject to put on hold or remove from the program.

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

Not anymore. We are now asking you to report # of sleeves of diapers and pads you're distributing. We will do the math on our end to calculate the individual number of diapers/pads. We are required to report this information on the National Diaper Bank annual report.

9. Why do we need to report # of adults, children and menstruators?

CFBNJ is required to report this information on the National Diaper Bank annual report. It allows us to understand how many people are being served through these programs. Without this data, we cannot measure impact and continue to enhance the programs.

10. Do you need to know the person's name who's receiving these products?

We more-so need the breakdown of children, adult and menstruators in the household receiving the products versus the identities.

11. Are we allowed to ask for birth certificates or crib cards during neighbor intake?

CFBNJ does not have requirements for neighbor intake when it comes to the Diaper program as of right now. It is up to the agency's discretion as long as discrimination is not occurring at your pantry. Our recommendation is to ask how many children under 4 are in the household at the time of intake or recertification and that will determine how many children can receive diapers for that household.