

STATISTIC DEFINITIONS

HOUSEHOLD: A household is any single individual or group of people living together as one economic unit and purchasing and/or preparing food together. Households can be related or unrelated individuals of any age or gender. When multiple households live together at the same residence, each household is eligible for their own food service and should be counted as separate households. A household is comprised of the people in their household they are shopping for that day.

HOUSEHOLDS VISITS: Each time a member of the household uses the food shelf for their household it is counted as one household visit.

- Example: If a member of the household shops for their household at the food shelf twice in one month, they would be counted as TWO household visits.

CHILDREN SERVED: Each time a child ages 17 and under is served directly or by a member of their household at the food shelf, it is counted as a child service.

- **Example 1:** A household that includes two children shops at the food shelf two times in one month. This is counted as FOUR children served for that month*. (2 children x 2 services = 4 total children served).
- **Example 2:** A household that includes 3 children shops at the food shelf once that month so they would be counted as THREE children served *. (3 children x 1 service each = 3 total children served).

ADULTS SERVED: Each time an adult between the ages of 18 to 64 is served directly or by a member of their household at the food shelf, it is counted as an adult service.

- **Example:** A household with three adults that shops at the food shelf twice in a month would be counted as SIX adults served*. (3 adults x 2 services = 6 total adults served).

SENIORS SERVED: Each time a senior age 65 and over is served directly or by a member of their household at the food shelf, it is counted as a senior service.

- **Example:** A household with two seniors that shops for food shelf twice in a month would be counted as FOUR senior visits for that month*. (2 seniors x 2 services = 4 total seniors served).

TOTAL POUNDS: The total weight of food in pounds that the food shelf distributes to all shoppers in one month including TEFAP and non-TEFAP foods. This number can be calculated several acceptable ways including, but not limited to:

- Weighing each cart or bag at the end of the visit and adding up these weights
- Finding an average weight for each family size and calculating weight based on number of families served at each family size, and/or
- Calculating distributed pounds out based on inventory poundage at the beginning and end of each month, taking into consideration pounds in.

Please note: A "Service" is a duplicated number. It is NOT a unique visitor. If your food shelf is collecting "additional" visits, the additional visits should be added to the regular visit count. For example, if your food shelf served 1,000 adult shoppers one time in January and 200 of those shoppers returned a second time in the same month, the "adult served" total would be 1,200.

EXAMPLES AND SCENARIOS

MONTHLY SERVICE STATS SCENARIO EXAMPLES

- **Scenario A:** In June, Alex shopped at the food shelf for their household that includes Alex plus two additional adults, one senior, and four children.
 - This would be counted as ONE household visit, THREE adults served, ONE senior served, and FOUR children served.
- **Scenario B:** In December, Juan shopped at the food shelf for his household TWO TIMES. The first time Juan shopped, his household included Juan plus one additional adult, two seniors, and two children. The second time that month he shopped, he shopped for himself plus one additional adult, two seniors, and three children because he was caretaking for a family member's child.
 - This would be counted as TWO household visits (1 household x 2 visits = 2 visits), FOUR adults served (2 adults x 2 services = 4 adults served), FOUR seniors served (2 seniors x 2 services = 4 seniors served), and FIVE children served (2 children x 2 services) + (1 child x 1 service) = 5 total children served).

MONTHLY SERVICE STATS CALCULATION EXAMPLE:

Food Shelf – December 2022

	Visit Date	Household	Adults	Children	Seniors	Pounds
Household A	12/2/2022	1	2	3	0	42
Household B	12/10/2022	1	3	4	1	58
Household C	12/17/2022	1	1	0	2	37
Household A (2 nd Visit)	12/17/2022	1	2	4	0	25
December TOTALS		4 households	8 adults	11 children	3 seniors	162 pounds

REPORTING REMINDERS & DEADLINE

Standard monthly reports that food shelves and onsite meal/snack programs submit to indicate how many individuals were served during the month.

- Reports are due 10 days past the reporting month (e.g., January statistics are due by February 10th).
- Report food distributed or served by your program from ALL food sources, even if it was not accessed from SHH.
- Report EVERY month even if your program did not provide service.
- If you fail to report your Service Statistics by the 10th of the month, your program will be considered non-compliant, and your account will be placed on product hold with no access to food from the inventory list or through shopping until the statistics have been submitted.

Questions?

- Questions about Service Statistics can be directed to the Agency Customer Service Team at orders@2harvest.org or 651-209-7990 or toll free at 833-856-0149.