

# On-Site Meal Program Service Statistics Guide



## STATISTIC DEFINITIONS

**ON-SITE MEAL PROGRAM:** Any agency serving prepared food or meals to individuals and/or families as part of a meal program, shelter, or housing facility.

**MEALS SERVED:** Count each meal served during the reporting month as one meal.

- **Example 1:** If an individual ate 3 meals a day for 2 days at a shelter facility, the total meals served would be SIX meals. (3 meals x 2 days = 6 meals)
- **Example 2:** If an individual eating at a community meal program has a meal and goes back for “seconds”, this would be counted as TWO meals.

## EXAMPLES AND SCENARIOS

**Monthly On-Site Meal Program Service Statistic Example A:** On-Site Community Meal Program– December

Date	Meals Served
12/3/22	34
12/10/22	40
12/17/22	36
<b>TOTALS</b>	<b>110 Meals</b>

**Month Stats Example B:** On-Site Meal Program at a Shelter or Housing Program –December

Date	Breakfasts Served	Lunches Served	Dinners Served	<b>TOTALS</b>
12/3/22	17	20	21	58
12/10/22	15	21	19	55
12/17/22	18	19	21	58
				<b>171 Meals</b>

## 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](mailto:orders@2harvest.org) or 651-209-7990 or toll free at 833-856-0149.