



Agency Distribution Report:

Reports are due by the 5th day of every month
(Ex. January's Report would be due on February 5th)

Report for the Month of: _____ 20____ Agency Code: _____

Full Name of Agency: _____

Please mail, fax this report to: Feeding the Valley, Attn: McKenzie Cooper
5928 Coca Cola Blvd. Columbus GA 31909-5531 * FAX Number 706-561-0896

E-mail: mcooper@feedingthevalley.org

FOR AGENCIES WHO PROVIDE FOOD BOXES

Please tell us the total number of families(households) served by your agency: _____

Please tell us the total number of individuals within these households: _____

Tell us how many families (households) were served by your agency more than once during the month: _____

Tell us how many people in these households were served by your agency more than once during the month: _____

Of the total families served tell us the number of families(households) who received **USDA Food**: _____

From the **USDA Household Eligibility Criteria Forms** tell us the number of people in these households: _____

Of the total families served tell us the total number of families who received **SNAP Food**: _____

From the SNAP Client Intake Forms tell us the total number of people in these households: _____

From the SNAP Client Intake Forms tell us the total number of families that are:

At-Risk Families: _____ TANF Clients: _____ Transitional Services: _____

FOR AGENCIES WHO PROVIDE ON-SITE FEEDING

Please tell us the total number of individuals who received meals from your agency: _____

Please tell us the total number of individuals who received snacks from your agency: _____

Please tell us the total number of snacks served: _____

(Ex: 10 people served x 3 snacks x 20 days = 600 snacks served for the month)

Please tell us the total number of meals served: _____

(Ex: 10 people served x 3 meals x 20 days = 600 meals served for the month)

Please tell us how many meals were served using **USDA Product**: _____

Please tell us how many meals were served using **SNAP Products**: _____