

**OHIO DEPARTMENT OF JOB AND FAMILY SERVICES  
FEDERAL AND STATE FOOD PROGRAMS**

**STATISTICAL REPORTING PROCEDURE\***

**Local Agencies – Food Pantry**

The A or B designation box was designed to aid in the completion of the statistical reporting. The use of the box is optional. If you choose to use the box, the food pantry workers will review the form and designate it as an “A” or “B” household by checking the appropriate line in the box in the top corner of the form. “A” households are those **with minor child/children**. “B” households are those consisting of **only adult** residents.

At the end of the month, the food pantry worker will:

**Step 1.** Sort the forms into “A” or B households.

**Step 2.** On **Line 1** enter the number of “A” households in column A and the number of “B” households in column B. Enter the total number of households in column C.

On **Line 2** enter the number of seniors in the “A” households in column A and the number of seniors in the “B” households in column B. Enter the total number of seniors in column C.

On **Line 3** enter the number adults in the “A” households in column A and the number adults in the “B” households in column B. Enter the total number of adults in column C.

On **Line 4** enter the number of children in the “A” households in column A. Line 4 Column B will always be zero. Enter the total number of children in column C.

On **Line 5** enter the total of columns A, B and C.

**Step 3.** Complete the rest of the form, as applicable.

**Local Agencies – Meal Site, Shelter Congregate/Residential Meals**

Complete the form as applicable.

All local agencies will submit the form to the foodbank within a time frame to be determined by the foodbank.

**Foodbanks**

The foodbanks will compile the data from the local agencies and provide one report for their service region. Reports will be submitted monthly to ODJFS and OASHF. ODJFS requires the foodbank reports to be submitted electronically within thirty days from the end of the reporting month.

\*If using the electronic format form, please note that the form is “locked”. You will only be able to enter data in the appropriate cells. Use the “TAB” key to move through the form and enter data. The form will total line 5 of columns A and B as well as all lines of column C by placing the cursor over the “0”, right click and select “update field”. Each time you enter new data, you will need to repeat the update field process.