



MONTHLY REPORT INSTRUCTIONS

Each month, Central Texas Food Bank CSFP Program Partners are required to report key information about the flow of CSFP packages in and out of their organization. This information is essential in compiling the CTFB's monthly CSFP report to the Texas Department of Agriculture, which tracks the movement of every individual unit of CSFP food that month.

Click on a section title to jump ahead:

- **Deadlines**
- **Accessing the CSFP Monthly Report Form**
- **Completing the Report: Basic Information / Monthly Totals**
- **Submitting the Report**
- **Troubleshooting**

Deadlines

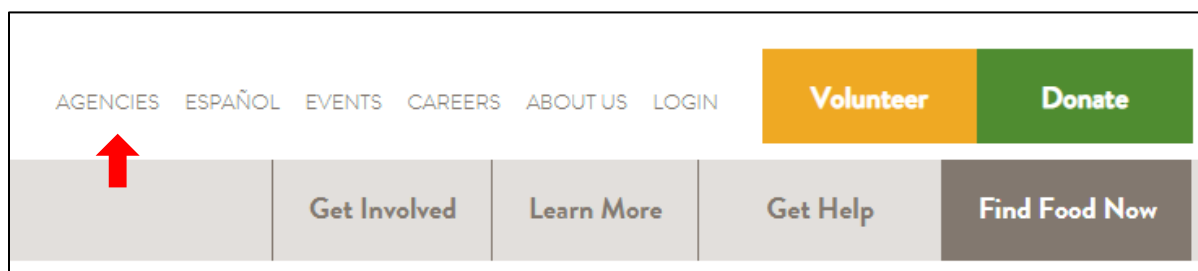
Each CSFP Partner is required to complete their Link2Feed data entry and submit the CSFP Monthly Report no later than the **1st business day each month**. CSFP Partners have until the end of the day on the 1st business day of the month. For example, the 1st business day of November 2019 was Friday, November 1, so CSFP Partners had to submit their October CSFP Monthly Report no later than November 1. The 1st business day of February 2020 was February 3, so CSFP Partners had to submit their January CSFP Monthly Report no later than February 3.

The CSFP reporting deadline is the earlier than deadlines for other CTFB monthly reports because the CTFB has to submit its external reporting earlier for CSFP than for other programs.

Accessing the CSFP Monthly Report Form

The CSFP Monthly Report is available at <https://centraltexasfoodbank.wufoo.com/forms/csfp-monthly-report>.

The reporting form is housed in the **Agencies** section of the Central Texas Food Bank's website. It can be accessed from the home page of the website by clicking Agencies from the menu at the top of the page, then **Reporting** from the submenu on the left side of the page, then [CSFP Monthly Report](#) under the **Program Partner Reporting** heading.



Agencies

Shopping

Reporting 

Resource Center

Fresh Produce Containers

Become a Program Partner

Become a Partner Agency

ReThink Hunger Initiative

Monthly Enewsletters

Agency Conference

Agencies

Shopping

Reporting 

Resource Center

Fresh Produce Containers

Become a Program Partner

Become a Partner Agency

ReThink Hunger Initiative

Recent Communications

Agency Conference

Partner Agency Reporting

Partner Agency Monthly Report: This report is for partner agency accounts, on-site kitchens (OS accounts), and on-site kitchen


- **The Partner Agency Monthly Report is due on the 8th of each month (11:59 p.m.) on the 8th to submit their report.** For example, if the 8th is a holiday, the report is due on the 9th. Agencies that submit their monthly reports after the 8th will not be accepted (see the [Policies and Procedures Manual](#) for details).
- **Instructions for completing the Partner Agency Monthly Report:** The Partner Agency Monthly Report must be submitted through the online reporting system. Other forms, such as emails or phone calls, will not be accepted.
- **Questions?** Contact agencies@centraltexasfoodbank.org

Program Partner Reporting

Fresh Food for Families: This report is for program partners of the Food Bank's Fresh Food for Families distributions.

HOPE: This report is for program partners of the Food Bank's HOPE (Helping Older People Eat) distributions for the Elderly.

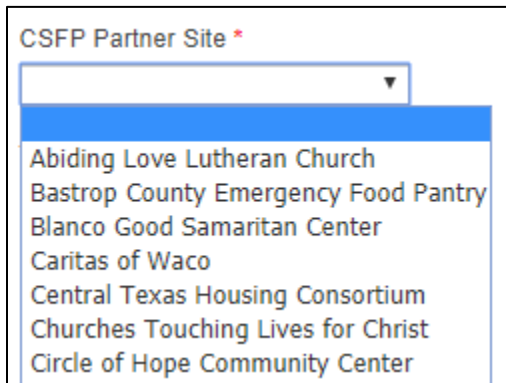
NEW Mobile Pantry Monthly Report: This report is for program partners of the Food Bank's NEW Mobile Pantry distributions.

 **CSFP:** This report is for program partners of the Food Bank's CSFP (Community Support for Food Program).

Completing the Report: Basic Information

- **CSFP Partner Site**

Select your site from the drop-down list. You can either scroll down to your agency's name or type your agency's name into the field to jump down the list to your site.



CSFP Partner Site *

Abiding Love Lutheran Church
Bastrop County Emergency Food Pantry
Blanco Good Samaritan Center
Caritas of Waco
Central Texas Housing Consortium
Churches Touching Lives for Christ
Circle of Hope Community Center

- **Your Name (First and Last)**

Enter your first and last name. Any follow-up from the CTFB will be directed to the person listed here.



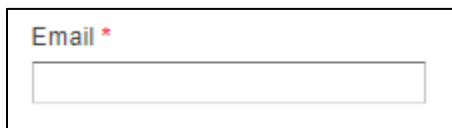
Your Name *

First Last

- **Email**

Enter your email address. You will automatically receive a copy of your report at this email address, and the Food Bank will send any follow-up communication about your report to this email address.

Our reporting form will not allow you to submit a report unless you have submitted a valid email address.



Email *

- **Phone Number**

Enter the phone number that you would like the Food Bank to use for any follow-up calls about your report. This field is optional, but please complete it if you are not sure the Food Bank has your preferred phone number on file.

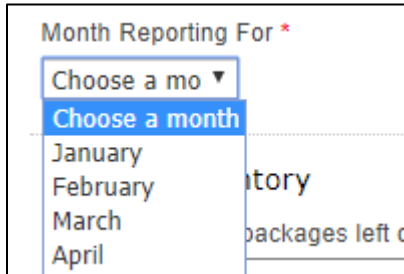


Phone Number

- ### -

- **Month Reporting For**

Select the month for which you are reporting. You can either scroll down to the month or type its name to jump to it.

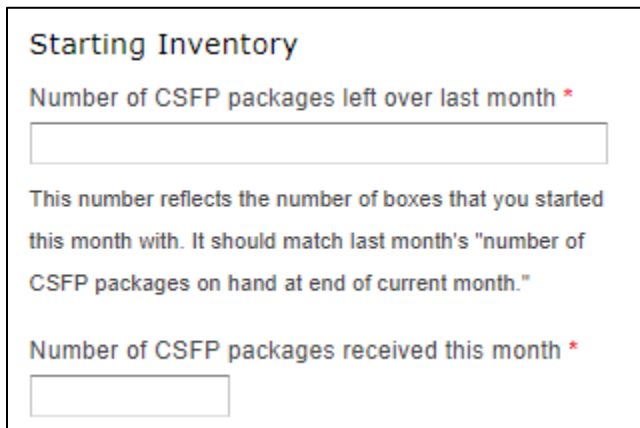


The image shows a dropdown menu titled "Month Reporting For *". The menu is open, showing a list of months: "Choose a month", "January", "February", "March", and "April". The "Choose a month" option is highlighted in blue. To the right of the menu, parts of other text are visible: "tory" and "packages left o".

Completing the Report: Monthly Totals

Every CSFP site must submit all of the following totals each month.

Starting inventory



The image shows a form section titled "Starting Inventory". It contains two input fields. The first is labeled "Number of CSFP packages left over last month *" and is empty. Below it is a text box that reads: "This number reflects the number of boxes that you started this month with. It should match last month's 'number of CSFP packages on hand at end of current month.'" The second input field is labeled "Number of CSFP packages received this month *" and is also empty.

- **Number of CSFP packages left over last month**

Enter the number of boxes and cheeses that you started this month with. It should match last month's "number of CSFP packages on hand at end of current month."

For example, if you are submitting a report for January, enter the number of boxes and cheeses left over from December that you still had on January 1.

- **Number of CSFP packages received this month**

Enter the number of CSFP boxes and cheeses you actually received this month, regardless of whether they will actually be distributed this month.

For example, if you receive 84 boxes and cheeses from the CTFB in the month of January but intend to save 42 of them for February, you should still report "Number of CSFP packages received this month: 84" in your January CSFP report.

Distribution

<p>Distribution</p> <p>Number of CSFP packages distributed to qualified participants this month *</p> <input type="text"/>
<p>Number of CSFP clients whose boxes were picked up by proxies this month *</p> <input type="text"/>

- **Number of CSFP packages distributed to qualified participants this month**

Enter the number of CSFP boxes and cheeses that you distributed to clients who were actively enrolled in CSFP this month.

The CSFP visits you record in Link2Feed should account for every CSFP package distributed. A CSFP package only counts toward the total number of CSFP packages distributed if you have a Link2Feed record associated with it.

If you mistakenly gave a CSFP package to someone who should not have received it or do not have a record that accounts for it, that package should be reported under “food loss.”

For example, if you believe you distributed 100 CSFP packages but only have 99 sign-in records, you should report 99 CSFP packages distributed and 1 CSFP package lost.

- **Number of CSFP clients whose packages were picked up by proxies this month**

Enter the number of CSFP packages picked up by proxies this month.

A proxy is someone who has permission to act on a client’s behalf when the client is not able to be there in person. Someone who has been formally designated as a proxy can pick up a CSFP box for a client, and the CTFB requires that you track the number of clients who had proxies pick up for them each month.

Food Loss

Food Loss

Number of CSFP packages damaged, lost, or otherwise taken out of inventory this month *

- **Number of CSFP packages damaged, lost, or otherwise taken out of inventory this month**

Enter the number of CSFP packages damaged, lost, or otherwise taken out of inventory this month.

Sometimes CSFP packages are damaged so severely that you cannot distribute them to clients. If items in the package might not be safe to consume per food safety guidelines, pull that package from your CSFP inventory and report it as damaged. If the cardboard box is damaged but all the food inside is in good condition, please do your best to patch up the box and distribute it.

Consider a CSFP package lost if you no longer have it in inventory but cannot account for it in Link2Feed with a CSFP visit.

If you gave any CSFP packages to another CSFP partner by request of the CTFB, report them as “otherwise taken out of inventory.”

Briefly describe what happened to the CSFP packages that caused them to be taken out of inventory. *

- **Briefly describe what happened to the CSFP packages that caused them to be taken out of inventory.**

If you report that at least 1 CSFP package was taken out of inventory, this question will pop up. Explain what happened to any CSFP package damaged, lost, or otherwise taken out of inventory.

If you identify that your agency was responsible for the loss, please make a note of what your agency will do in future to prevent the same problem arising again.

If you transferred CSFP packages to another agency, please confirm how many packages you provided and which agency received them.

Ending Inventory

Ending Inventory

Number of CSFP packages on hand at end of current month *

- **Number of CSFP packages left over last month**

Enter the number of CSFP packages that you are ending the month with. Check how many CSFP cheeses and boxes you have in your inventory before reporting this total to make sure that no product was damaged or lost.

The CTFB uses the number of leftover boxes to inform the size of your order for the next month.

Additional information and/or comments


Additional information and/or comments

Optionally, share a comment with the Food Bank before submitting your report. Comments might include notes on the month's report, feedback on the Food Bank's services, suggestions for how the Food Bank can better meet your needs, etc.

Submitting the Report

When you are finished entering information, click **Submit** to submit your report.

Additional information and/or comments



Submit

You will be taken to a confirmation page:

Your CSFP report has been submitted. You should receive a confirmation email with a copy of your report at the email address provided. Thank you for your continued partnership with the Central Texas Food Bank.

You will also receive a copy of your report at the email address you provided. Please save a copy of this confirmation for your own records.

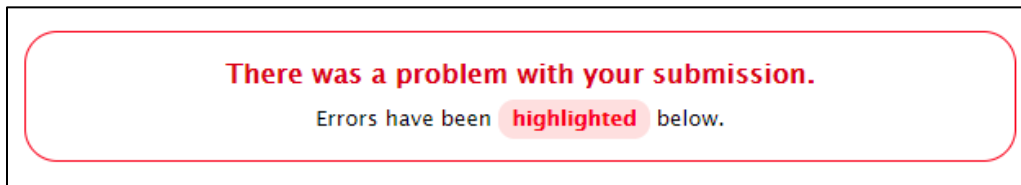
Troubleshooting

- **What do the red asterisks * mean?**

If a field in the report has a red asterisk on it, that field is required. The form will not let you submit your report unless that field has been completed.

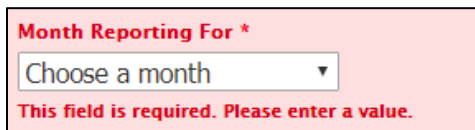
- **When I tried to submit my report, an error message appeared saying “There was a problem with your submission.”**

This error message appears at the top of the form if you try to submit your report before entering all the required information.

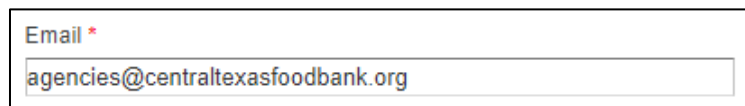
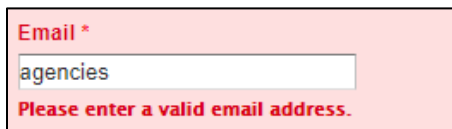


The form will highlight any fields that you need to complete or revise.

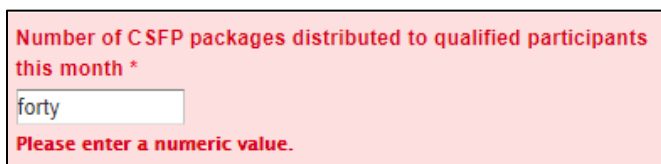
For example, the **Month Reporting For** field is required. If you hit the **Submit** button without selecting a month from the drop-down list, the form will show the error message and highlight that field.



You must list a valid email address in the **Email** field. For example, the form will accept “agencies@centraltexasfoodbank.org” but not “agencies.”



Similarly, you can type only number characters in all the **Number of** fields. For example, the form will accept “40” but not “forty.”



- **I didn't get a copy of my report at the email address.**

Please email agencies@centraltexasfoodbank.org to check whether your report was received and, if so, request a copy of your report. If you did not see the confirmation message "Your CSFP report has been submitted," your report may not have been submitted successfully and may need to be redone.

- **I got an email saying that my agency hasn't submitted a report this month, but I did submit a report.**

Upon submitting the report, you should have received a copy at the email address you provided in the form. Please forward this copy of the report to agencies@centraltexasfoodbank.org with a note letting us know what happened.

If you did not receive a copy of the report, it may not have registered correctly in our form. Please submit a new report and include a note under **Additional information and/or comments** letting us know what happened.

- **My question or problem isn't addressed here.**

Please contact us at agencies@centraltexasfoodbank.org or (512) 684-2503.