Connecticut Food Bank is committed to alleviating hunger in Connecticut by providing food resources, raising awareness of the challenges of hunger, and advocating for people who need help meeting basic needs. Connecticut Food Bank partners with the food industry, food growers, donors, and volunteers to distribute nutritious food to people in need. Connecticut Food Bank distributes food through a network of partners and programs in Fairfield, Litchfield, Middlesex, New Haven, New London, and Windham counties – where nearly 400,000 people struggle with hunger. In 2019, Connecticut Food Bank distributed food to help provide 24 million meals.

Connecticut Food Bank
2 Research Pkwy
Wallingford, CT  06492-1929
United States
www.ctfoodbank.org
As a partner agency with Connecticut Food Bank, you are required to record and report statistics about guests who make use of your programs. These statistics must be reported on a monthly basis using an online form.

### Monthly Statistics
Monthly statistics are due the 15th of every month for the previous month.

#### 1. Contact Information
Name of person completing form *

Email *

#### 2. Program Information
Program Name *

Program Number *

Program Category *

Report Month *

Report Year *

#### 3. Statistics
Total number of meals provided for the month *

Number of unduplicated Adults (18–59) *

Number of unduplicated Children (0–17) *

Number of unduplicated Seniors (60+) *

The online Monthly Stats submission form.
Agencies must have a system in place to count the number of people served and track the number of meals provided. Upon request, they will need to explain how they are reaching these numbers.

If your agency receives CTNAP food, you will also need to collect information about the race/ethnicity and sex of your guests. We acknowledge that these forms, which are mandated by the government, are limited in scope, and lack many racial, gender, or ethnic options that guests may identify with. Connecticut Food Bank has no control over what information is collected by the government, and we encourage our agencies to request that guests report information that most closely matches with how they identify.

### CTNAP Reporting Section

<table>
<thead>
<tr>
<th>4. CTNAP Statistics</th>
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<tbody>
<tr>
<td>Do you receive CTNAP?</td>
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<tr>
<td>Yes</td>
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**Reporting Instructions**

Please report only the information of program participants who filled out a CTNAP form during the month for which you are reporting. Total numbers for each of the following categories—Age, Sex, and Race/Ethnicity—should equal each other.

- **Age**
  - Number of Adults (18–59) 
  - Number of Children (0–17) 
  - Number of Seniors (60+) 

- **Sex**
  - Male 
  - Female 

- **Race/Ethnicity**
  - Black 
  - White 
  - Hispanic 
  - Asian Pacific Islander 
  - Other 

CTNAP reporting section of the Monthly Stats submission form.
We recommend that agencies with food pantries use an electronic spreadsheet that Connecticut Food Bank has designed to data collection. This spreadsheet, which can be used with applications such as Apple Numbers or Microsoft Excel, has been designed to collect guest information that agencies have gathered.

Each month, you will report your statistics to Connecticut Food Bank using an online submission form. Agencies can find this form on the **Agency Tools** section of Connecticut Food Bank’s website. Alternatively, this form can be accessed at [ctfoodbank.org/monthlystats](http://ctfoodbank.org/monthlystats).

Statistics are due on the 15th of every month for the previous month. For example, the numbers for April are due on May 15.

If an agency falls behind in monthly statistics reporting, its food ordering privileges may be suspended by Connecticut Food Bank.

Once you input the information, you will receive a confirmation email. Please keep this email in your records in case we need to reference this entry in the future. We strongly encourage agencies to keep electronic records for easy access.
The biggest issue that occurs is agencies not properly entering their program number. The program numbers required to submit Monthly Stats are case sensitive. **0056p is not a part of your agency’s program number!** Numbers that start with 0056p are program codes that agencies use when logging in to our system for online ordering. Your agency number will always start with A. Be sure to include hyphens when necessary, and avoid unneeded spaces.

The “Agency Tools” section of the Connecticut Food bank website includes many forms and other resources that agencies may find useful. Before contacting Connecticut Food Bank with a question or concern, please review the resources on the website to see if the answer to your question is located there.