

Food Bank Walkthrough:

Statistics

Reporting Guide



All Members of the Food Bank of Northeast Georgia are required to report food distribution statistics by the first day of each month. This information is vital to our mission of connecting neighbors with nourishing food, which is why Members who do not report their statistics on time are considered out of compliance.

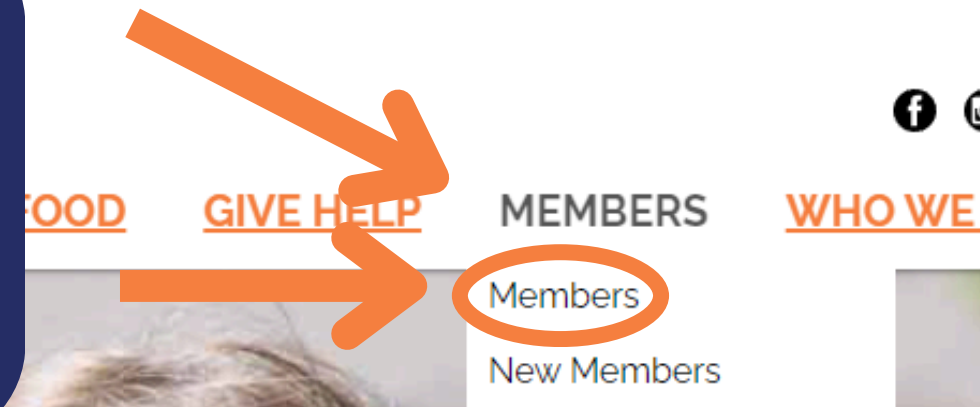
Remember, even if you don't have a distribution within a month, you are still required to record your statistics!

**Let's start with visiting the Food Bank
of Northeast Georgia's website:**

WWW.FOODBANKNEGA.ORG



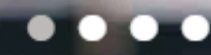
To visit the Member webpage, click “**MEMBERS**” and then the subitem, “**MEMBERS**”.



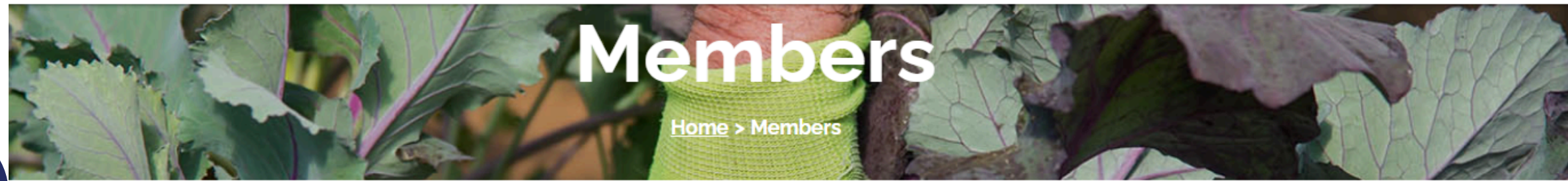
Every \$1 Provides 3 Meals

Your gift gives children a strong start to the school year.

HELP FEED CHILDREN



The Food Bank of Northeast Georgia connects neighbors with nourishing food.



[MEMBER LOGIN](#)

Are you looking to become a new Member?

The Food Bank of Northeast Georgia provides our members access to millions of pounds of food they might not otherwise have. Members gain access to food either through our online inventory system or by selecting items from our sharing floor.

To learn more about becoming a Member with the Food Bank of Northeast Georgia, please [click here](#).

Online Ordering

The online inventory system provides bulks, cased items for distribution. All items are ordered in case or pallet-size quantities. The shopping floor provides supplemental food and is a lot like a grocery store allowing members to hand select less-than-case amounts of food from the shelves or pallets of miscellaneous product.

[PLACE AN ORDER](#)

If you are having difficulty with accessing your account or placing an order, please contact your Food Access Coordinator.

Onboarding Information

- [New Member Orientation Video](#)
- [Agency Manual](#)


Member Forms

- [Member Contract 2024](#)
- [Weekly Temperature Log](#)
- [Pest Control Log](#)
- [Meal Tracker Form](#)
- [Third Party Site Agreement](#)
- [Media Release Form](#)
- [Statistics Reporting Guide](#)

TEFAP/USDA Documents

- [TEFAP Form](#)

From here, you can log onto our online ordering system by clicking **“MEMBER LOGIN”** or **“PLACE AN ORDER”** under the Online Ordering Section.



FOOD BANK
OF NORTHEAST GEORGIA

[Forgot password?](#)

Most Members will have accounts with both the Agency Reference and the “Username” being their assigned Member Reference code (**Letter-###**).



Agency Reference

User Name

Password

Login

Reset

[Forgot password?](#)



If you ever forget your password, **contact your Food Access Coordinator to reset your password.**

You have successfully logged in



To record your monthly report
or view your previous statistics,
press **“Statistics”**

Help us move excess product!
All beverages are zero agency share!
All frozen USDA Fruit Items are zero agency share!

- Tra
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- Ste
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- No
nco
- **Annie Branum:** Membership Coordinator for **Towns, Rabun, White, Habersham, and Stephens Counties** -
abranum@foodbanknega.org

Agency Statistics

AGENCY STATISTICS

To record a new statistics report, press the green button **+ Add New Agency Statistics**.

Active Inactive

Export Data **+ Add New Agency Statistics**

Period Type | Collection Period | Effective Date | Comment | Submitted On | Group

No data to display

ADD STATISTICS (FP)

1
Enter General Info

2
Enter Details

Save

Reset

Month

March 2024

February 2024

January 2024

December 2023

November 2023

October 2023

September 2023

First, choose the month you are reporting for. Then, when you are ready to proceed, press **“Save”**.

Your reporting page consists of three sections: your statistics name (your question), value (the number you are reporting) and comment (if you would like to add any notes). As shown below each header, there is a search bar for each category, THEN the fields. **ALWAYS** record your numbers under values **ONLY**.

If you leave this page at any time, your statistics will save as the numbers you have entered. If you accidentally exit the page, you can access your statistics by editing them on the main statistics page.

Statistic Name	Value	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>
2024 NEW GNAP AT-RISK	11	
2024 NEW GNAP MEALS PREPARED AND SERVED	23	
2024 NEW GNAP TANF PARTICIPANTS	0	
ALL MEMBERS: Total number of people served (through all food distributions, including USDA and GNAP)	192	
ALL MEMBERS: Total number of people served through Food Pantry	64	
2024 NEW GNAP MEALS PREPARED AND SERVED (NOT including USDA and GNAP)		

Period: January 2024

If your organization participates in multiple programs and provides multiple services, you may have more than one page of questions on your report. **Always make sure to show all rows or visit all pages so you are completing all of your required statistics!**

ALL MEMBERS: Total number of people served (through all food distributions, including USDA and GNAP)	192
ALL MEMBERS: Total number of people served through Food Pantry	64
OP: Number of meals prepared and served (NOT including any USDA or GNAP foods)	0
OP: Number of meals prepared and served using any amount of USDA foods	0
OP: Total number of meals prepared and served	23
USDA: Number of Households which received USDA (number of completed TEFAP forms)	117
USDA: Number of Mobile Pantry Distributions you hosted this month	1
USDA: Number of people served through Mobile Pantry Distribution(s)	117



Go to page: 1 Show rows: 50 1-11 of 11

- 5
- 10
- 20
- 50

AGENCY STATISTICS

**** Statistics can be edited throughout the day of the original submission date ****

Active Inactive

Export Data Add New A

	Period Type	Collection Period	Effective Date	Comment	Submitted On	Group
Edit	Monthly	November 2024	11/30/2024	Submitted by Agency via Primarius Web Window at 11/2...	11/22/2024 10:42 AM	FP/OP GNAP/USDA
View	Monthly	October 2024	10/31/2024	Submitted by Agency via Primarius Web Window at 10/0...	10/04/2024 02:31 PM	FP/OP GNAP/USDA
View	Monthly	September 2024	9/30/2024	Submitted by Agency via Primarius Web Window at 09/2...	09/25/2024 03:56 PM	FP/OP GNAP/USDA
View	Monthly	August 2024	8/31/2024	Submitted by Agency via Primarius Web Window at 09/1...	09/18/2024 09:10 PM	FP/OP GNAP/USDA
View	Monthly					
View	Monthly					
View	Monthly					
View	Monthly					
View	Monthly					

You can review any previously submitted reports on the **“Statistics”** page. You can even edit your reports from this page until the end of the day which you began your submission. Afterward, statistic reports can only be edited by your Food Access Coordinator.

Statistics Questions Explained

Our statistics collect answers involving five categories of questions, which only apply to Members participating in those programs:

1. **ALL MEMBERS** - Statistics which apply to all Members
2. **USDA** - Statistics regarding those served using USDA foods for The Emergency Food Assistance Program (TEFAP). Refer to your completed TEFAP Eligibility Forms for these statistics.
3. **OP** - Statistics regarding those fed using cooked foods made by the Member or “On Premises Meals”.
4. **GNAP** - Statistics regarding children and families with children served using Georgia Nutrition Assistance Program (GNAP) foods. Refer to your completed GNAP Eligibility Forms for these statistics.
5. **SSP** – Statistics regarding Members who have access to and distribute Senior Staples boxes.

Statistics Questions Explained

ALL MEMBERS: Total number of people served through your organization this month

- This number includes those served through all your organization's feeding programs, including drive-thru and brick-and-mortar food pantry distributions, emergency food, mobile pantry distributions, direct distribution, and on-premises cooking.

If you do multiple forms of distributions, report the total number of people served. You can do this by adding together the number of people served at each distribution.

Statistics Questions Explained

USDA: Number of people served through TEFAP with USDA

- This statistic is the total number of people in households served during your distribution. This can be calculated by adding the household size listed on each TEFAP form.
 - If all of your Neighbors receive USDA foods, this number should match the same as your “ALL MEMBERS” statistic.

USDA: Number of Households served through TEFAP with USDA (# of completed TEFAP forms)

- The total number of households which received any amount of USDA food through all types of distributions, recorded by the total number of completed TEFAP forms collected from all types of distributions involving USDA products, besides on-premises (OP) meals.

Statistics Questions Explained

OP: Number of meals prepared and served (does NOT include any USDA or GNAP foods)

- The number of people receiving prepared meals that are not prepared with GNAP or USDA foods.

OP: Number of meals prepared and served using any USDA foods

- The number of people receiving prepared meals using any amount of USDA food provided through the Food Bank's online ordering system.

OP: Total number of meals prepared and served

- The total number of people receiving prepared meals using any amount of food provided through the Food Bank. This number should equal the sum of non-USDA meals, USDA meals, and (if applicable) GNAP meals.
 - For example, if you prepare 0 meals without USDA product and 30 meals with USDA product, the total number of meals prepared and served will be 30.

Statistics Questions Explained

GNAP QUESTIONS MAY CHANGE ANNUALLY, BASED ON STATE AND FEDERAL REQUIREMENTS.

GNAP: At-Risk

- The number of children or families with children requesting emergency food (or are at-risk of not having enough food to have a meal each day this week) receiving any amount of GNAP foods from your pantry.

GNAP: Meals Prepared and Served

- The total number of meal kits, boxes of shelf stable GNAP foods, and/or hot meals provided to children or families with children using any amount of GNAP foods.

Statistics Questions Explained

GNAP: TANF Recipients (Uncommon)

- The total number of first-time visiting TANF recipients (cash recipients of the Temporary Assistance for Needy Families program) receiving GNAP foods—please note that it is rare to receive TANF benefits, and ***it is likely that this statistic will be 0.***
- Be sure to differentiate between “At-Risk” and “TANF” when collecting GNAP forms to avoid incorrect reporting.
- You will find these numbers from answers to question 6 of each GNAP Eligibility form.

TANF IS NOT TO BE CONFUSED WITH TEFAP - MISREPORTS FOR TANF RECIPIENTS MAY BE MEANS FOR IMMEDIATE REMOVAL FROM GNAP.

Statistics Questions Explained

SSP: Total number of Senior Staples boxes distributed this month.

- The number of boxes you ordered and distributed through any means over the entire course of the month.
- This number will also need to be added to the ALL MEMBERS: Total Number of People Served statistic as well as the USDA Number of Households and USDA Total Number of People.

SSP: How many of the Senior Staples boxes you received were delivered directly to seniors' homes?

- The total number of boxes that you or a volunteer delivered directly to the homes of local seniors. If your program consisted of you picking up seniors for an event and then returning them to their home afterward with a box, this would be considered a delivery. If seniors are driving or being driven to you to receive a box, this is not considered a home delivery.

Statistics Questions Explained

When completing your statistics, please note the following:

- Members should only record answers to questions that apply to them.
 - For example, if you do not use USDA products, you do not need to report any statistics for the USDA questions.
 - If you consistently have questions asked about a program or service that you do not provide, contact your Food Access Coordinator to have your statistics questions adjusted.
- Members who have applied and completed an annual GNAP MOU (Memorandum of Understanding) can receive GNAP foods during active distribution periods and GNAP statistics will only be asked during active distribution months.
- If you are unsure if you are submitting your statistics correctly or what the question may be asking, you can always contact your Food Access Coordinator.

Missing Statistics and Suspension

Statistics are due on the first day of each month for all distributions of the previous month. If your organization fails to submit statistics by the sixth of the month, your account will be automatically suspended.

- *Example: You distributed food during May, so your statistics will be due before June 7th to avoid suspension. If your organization has had no food distributions, you must still enter “0” for all categories in your statistics or your account will be suspended.*

When your account is suspended due to statistics, it will remain suspended until your statistics have been entered.

Shop ▾

Statistics

Order History

Grants

Other Agency Info

My Documents

Reports

✖ Shop Online

Print Shopping List

Missing Statistics

This agency's last statistics were for 12/31/2023 which is more than the 35 days max. Please enter current statistics before ordering.

Statistics are due on the first day of each month for all distributions of the previous month. If your organization fails to submit statistics by the sixth of the month, your account will be automatically suspended.

- Example: *You distributed food during May, so your statistics will be due before June 7th to avoid suspension. If your organization has had no food distributions, you must still enter "0" for all categories in your statistics or your account will be suspended.*

When your account is suspended due to statistics, it will remain suspended until your statistics have been entered and you will not be able to access online inventory or place an order, check out on the Sharing Floor, or schedule a Mobile Pantry distribution.

You have successfully logged in

Your agency has been suspended. Please contact Foodbank of Northeast Georgia to request reactivation.



Your account may be suspended for other reasons, such as unfavorable monitoring visit, missed or overdue payment, and required paperwork not being submitted before deadlines. When your account is suspended for any reason besides overdue statistics, the main contact of your organization will receive an email notifying them of the reason. If attempting to order online, you will not be able to view inventory and will receive a red banner on your account. If you are unsure why your account is suspended...

CALL YOUR FOOD ACCESS COORDINATOR!