



## ***Governor's Goal 4: Healthy Food Options Report Instructions for EFAP Food Pantries and TEFAP Meal Program Subcontractors***

### **Report Time Frames:**

EFAP Food pantries and TEFAP meal programs will complete semi-annual HFO reports through June 2017. **These reports will capture data in these specific reporting months:**

**August 2016, February 2017, June 2017**

The data can be reported by using that specific month's total actual or estimated pounds of food by category distributed that month or on a single day in that month. See report form (AGR FORM 609-2232) for food category descriptions. This data will not be used to determine local funding allocations.

### **About Your Report Form:**

At the top of the report form enter your food bank/pantry/meal program name on the subcontractor's line, your agency's address, phone and the email of the person completing the form, your Lead Contactor's name, and county. On the top of the form, please check all applicable boxes; the report type (Single Day or Monthly), EFAP food pantry or TEFAP meal program, and timeframe (August 2016; February 2017; June 2017).

### ***Decide which tracking option works best for your food pantry/meal program:***

- **Electronic Form:** The electronic version of this form will calculate the percentages entered into each individual category for you when you enter the number of pounds into the pounds column.
  - **Hard Copy:** You may print this form and then manually enter the estimated/weighed pounds and percentages. Reminder: In order to get the correct percentages, divide each category's pounds by your total number of pounds (Example: 30 pounds of fruits and vegetables divided by 65 total pounds = 46.15 percent).
- ◆ **Report ALL sources of food distributed (TEFAP, donated, purchased, grocery rescue or other)** ◆

### ***Decide which reporting option works best for your food pantry/meal program:***

- **Single Day:** Pick a food distribution day within the reporting month (August 2016, February 2017, and June 2017) and weigh (actual) or estimate the pounds of food you distribute for each category identified on the report for that day.
- **Monthly:** Using the reporting month (August 2016, February 2017, and June 2017) for the period you have selected, weigh (actual) or estimate the pounds of food you distribute in each category for that month.



There is also a comments section at the bottom of the form for you to share any feedback or information on how you were able to provide or not provide additional healthier food options or any information that you think might help us better understand your report.

**Due Date:**

- **Subcontractors:** HFO reports must be submitted to your EFAP/TEFAP Lead Contractor on or before the 10<sup>th</sup> of the month following the specific reporting month (*Ex: August report month, DUE September 10<sup>th</sup>*).
- **Lead Contractors:** HFO Reports are due to WSDA Food Assistance by **the 20<sup>th</sup>** of following month (*Ex: August report month, DUE September 20<sup>th</sup>*).
- Reports can be submitted via email or mailed copy.