

## Reporting Monthly Statistics on the Agency Portal

1. Agencies logging on for the first time must create an account. Click "Register" and fill in the information on the next screen.

<https://tinyurl.com/fsfbportal>

Freestore  
**FOODBANK**  
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**AGENCY PORTAL**

Username or Email Address

Password

Remember Me

Log In

[Register / Lost your password?](#)

[Back to Welcome](#)



Freestore  
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**AGENCY PORTAL**

Register For This Site

Username

Email

First name

Last name

Password

Your Agency Name

Phone

Register

Insert the code:

LEMPZA

## 2. Once logged into the Agency Portal click the button for the report needed. Reports are identified by state, be careful to choose the correct one.

Please make sure you click on the correct month when choosing to fill out the stat forms below...

[OH Stat Form](#)

[KY/IN Stat Form](#)

[Meal Connect](#)

\*Meal Connect is for agencies that are reporting stats for Direct Retail Pickups.

## 3. The first page is the agencies information. Monthly stats are due by the 5<sup>th</sup> day of the month for the month prior.

\*Choose appropriate month and year to report.

What month are you reporting for? \* August  
What year are you reporting for? \* 2019

### AGENCY INFORMATION

Name of Agency \*

Name of Person Completing Form

Account Number \*

Phone

Please enter your agency number  
Email

Address

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

County \*

Adams

Number of SNAP Applications Submitted \*

Please enter a value between 0 and 500

\*Select appropriate county. If your organization serves households from multiple counties a separate report must be submitted.

\*Answer "0" if the agency does not work with SNAP benefits.

Enter the number of SNAP (Food Stamp) applications submitted by your agency

NEXT

# 4. There are four sections available for partners to choose from. One or more may apply to each agency, please enter all applicable information and hit next until the submit button appears.

1.

## FOOD PANTRY STATISTICAL SECTION

Food Pantry: A part of a foodbank network that distributes food and grocery products to low-income households, including food from sources other than USDA, to relieve situations of emergency and distress. It is housed in a standing facility that distributes commodities, among other food and grocery products, on a regular basis.

1A. Number of Households With Minor Children

1B. Number of Households Without Minor Children

Totals of 1A and 1B Households

0

2A. Number of Seniors Served (age 60+) With Minor Children

2B. Number of Seniors Served (age 60+) Without Minor Children

Totals of 2A and 2B Seniors Served

0

3A. Number of Adults Served (age 18-59) With Minor Children

3B. Number of Adults Served (age 18-59) Without Minor Children

Totals of 3A and 3B Adults Served

0

4A. Number of Children Served (birth-17) With Minor Children

4B. Number of Children Served (birth-17) Without Minor Children

Totals of 4A and 4B Children Served

0

5A. TOTAL Number of People (2-3+4) With Minor Children

0

5B. TOTAL Number of People (2-3+4) Without Minor Children

0

Totals of 5A and 5B People Served

0

PREVIOUS

NEXT

2.

## MEAL SITE AND/OR SHELTER STATISTICAL SECTION

Meal Site: Provides meals to people in need (e.g. Soup Kitchen, Shelter); Provides nights of shelter to homeless people, run away children or victims of abuse.

A. Number of People (head count) Served

B. Number of Meals (plate count) Served

3.

## CONGREGATE AND/OR RESIDENTIAL MEALS STATISTICAL SECTION\*

Congregate or Residential Meals: Primary service is not food distribution but meals are included as part of the service (e.g. Child or Adult Day Care, Senior Citizen Center, Group Home, Youth Program, Summer Camp, etc.)

A. Number of People (head count) Served

B. Number of Meals (plate count) Served:

\*Federal and state funded food may not be used by these agencies.

4.

## POP UPS

Please fill out this section if you participated in one of our Produce Pop-up events.

Families Served

Individuals Served

