Agency Monthly Reporting Instructions

Website: reports.shfb.org
Login: Your Agency Number and a password you created when registering
Due by: 7th of each month
Questions? Contact your Partnership Manager or the Agency Helpdesk
agencyhelp@shfb.org  408-266-8866 ext. 359

Reporting Fields and Definitions

Children
Unduplicated individuals ages 0-17 who received Second Harvest Food

Adults
Unduplicated individuals ages 18-59 who received Second Harvest Food

Seniors
Unduplicated individuals age 60+ who received Second Harvest food.

Households
Biologically related or unrelated group of people living together who share food from Second Harvest. A single household could be two parents, one child, and a family friend. It could also be a single individual living alone.
# Agency Monthly Reporting Instructions

## Reporting Fields and Definitions, Cont.

### Meals

For meal programs only: the number of meals you prepared with Second Harvest food. A meal consists of multiple food groups and requires preparation (cooking, making a sandwich etc.).

### Snacks

For snack programs only: the number of snacks you provided with Second Harvest food. A snack requires no preparation and is not meant to replace a meal.

### USDA Individuals

USDA agencies only: the number of individuals who received USDA food provided by Second Harvest. This number is calculated from the EFA-7 form.

### USDA Households

USDA agencies only: The number of individuals who received USDA food provided by Second Harvest. This number is calculated from the EFA-7 form.

### USDA Meals

USDA agencies only: The number of meals you prepared with USDA food provided by Second Harvest.

### Additional Comments

If you served more or fewer people than usual, or if there is other information we should know, please put it here.
FAQ

What if I don’t submit my report on time?

Agencies who do not submit their report by the 7th of the month may be suspended and unable to order food.

What if there’s a field on the report that isn’t applicable to my agency?

If you see a field that doesn’t apply to your program, enter 0.

How do I calculate snacks/meals served?

To accurately report meals/snacks, track how many meals/snacks each individual received throughout the month, including second servings. If you need to estimate, multiply the number of unique individuals served X the average number of snacks/meals provided each day X the number of service days.

I forgot my password.
How do I log in?

Click on the Forgot Password link on the reporting page and a reset password email will be sent to you. If you are a new staff member, please contact your Partnership Manager.