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.

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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.

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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.

Agency Login

Please enter your agency number and password to continue or click 'Register' to create an account.

Agency #

Password

Sign in

Forgot Password   Register