 TEFAP Outlet Monthly Report

|  |
| --- |
| Name of Outlet : |
| Month : Year:  |
| Pantry: # of Households Served  |  |
| Pantry: # Individuals Served  |  |
| Pantry: # of Adults Served (18 - 59) |  |
| Pantry: # of Children Served (6 – 17) |  |
| Pantry: # of Seniors Served (60+) |  |
| Pantry: # of Veterans Served |  |
| Pantry: # of Young Children Served (0 – 5) |  |
|  |  |
| Soup Kitchen or Shelter: # of Meals Served |  |
| Soup Kitchen or Shelter: # of Households Served(# Meals divided by 18) |  |
| Soup Kitchen or Shelter: # of People Served |  |

**INVENTORY**: Record the number of UNOPENED cases more than 6 months old only. If your site does not have any unopened cases more than 6 months old, record “zero” here: \_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Product | # of Cases in Inventory | Product | # of Cases in Inventory |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Add an additional sheet if necessary to record additional inventory more than 6 months old.

**\*Important Reminder:** Each TEFAP Outlet is required to maintain Time & Temperature Sheets on a weekly basis. All Time and Temperature Sheets must be kept on file, at the agency site for 3 years plus the current year, and be available for review upon request.

**This Monthly Report must be sent to Dare to Care by the 7th of each month.**

**Send via e-mail to laura.frankrone@daretocare.org or fax to (502) 966-9252.**

Please send an e-mail to alert Laura if a fax is sent to confirm her reception of your report. Thank you!

**This Outlet Monthly Report must be sent to Dare to Care no later than the 7th of each month.** **Commodities will not be available the following month to any outlet failing to submit the Report by the 7th of each month.**

**Send via e-mail to ruthe.holmberg@daretocare.org or fax to (502) 966-9252.**