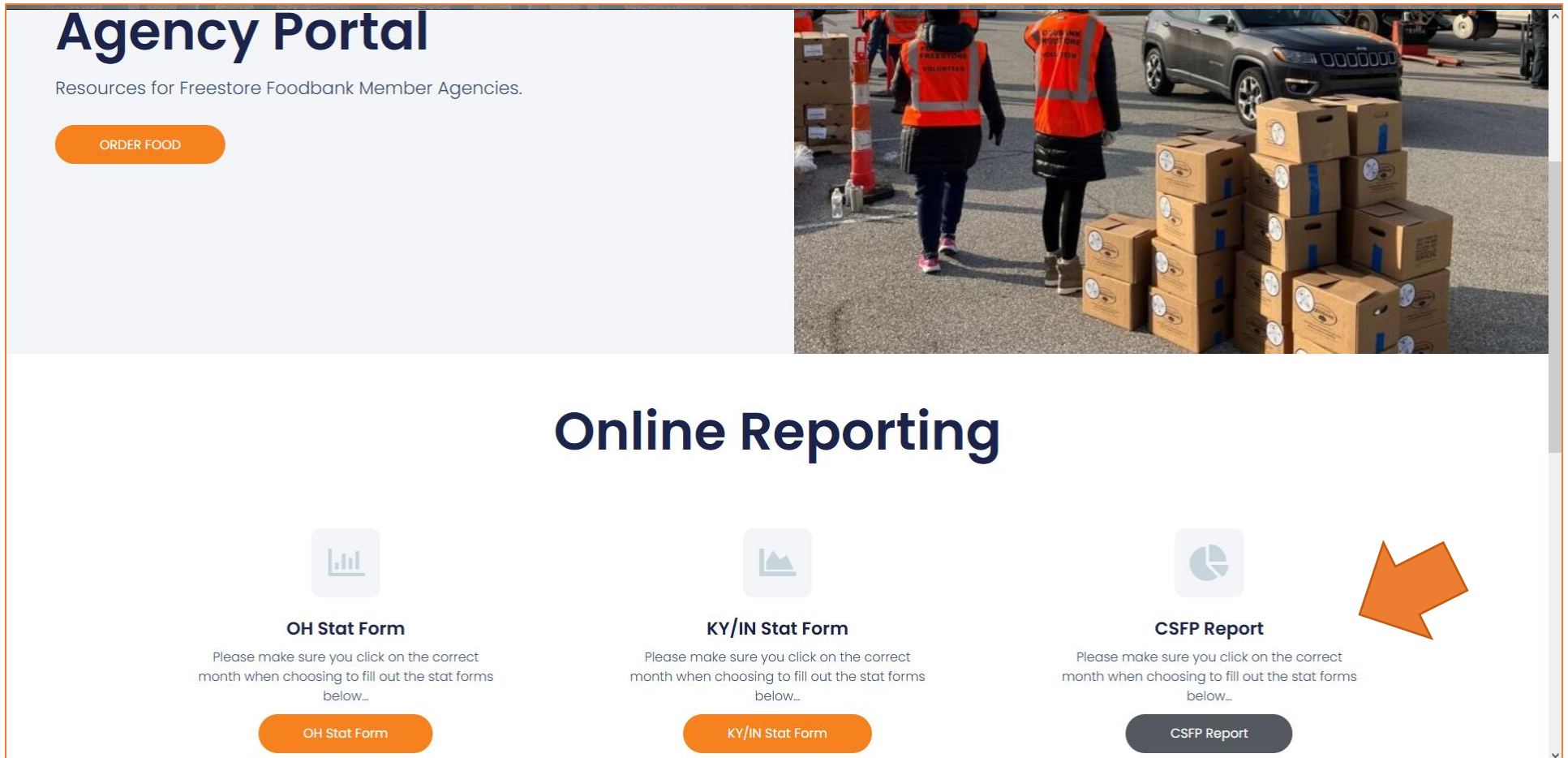


Directions: CSFP Monthly Reporting

CSFP Monthly Report is located on the Agency Portal, on the Freestore Foodbank website. [Click Here!](#)

➤ Select CSFP Report



Agency Portal
Resources for Freestore Foodbank Member Agencies.

ORDER FOOD

Online Reporting

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

KY/IN Stat Form
Please make sure you click on the correct month when choosing to fill out the stat forms below...

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

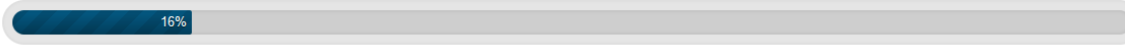
OH Stat Form KY/IN Stat Form CSFP Report



CSFP Monthly Report

CSFP Monthly Report

Step 1 of 6



Agency Name *

Name of Person Completing Form *

Phone *

Email *

Counties Served *

Next

Page 1: Agency Information

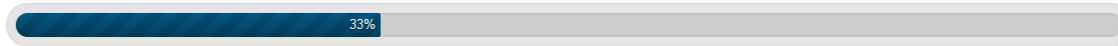
- Select your agency from the drop-down menu.
- Enter your name, phone number and email address.
- Select the county that you serve from the drop-down menu.



CSFP Monthly Report

CSFP Monthly Report

Step 2 of 6



What month are you reporting for? *

February ▾

What year are you reporting for? *

2023 ▾

of Clients Served *

161

of Boxes Remaining *

4

Previous

Next

Page 2: Month Reporting

- Select month (and year) from the drop-down menu of the month you are reporting.
- Enter the total number of clients served that month.
- If you have boxes leftover that were not distributed during the month reporting, enter the number of boxes you still have on inventory.

PARTICIPANTS THAT MARKED ONLY ONE RACE/ETHNICITY

Please enter the demographics for the clients/participants that were served in the reporting month. Keep in mind, that the State considers Hispanic/Latino as Ethnicity. So your clients can identify as Race White and Ethnicity Hispanic on the CSFP Certification Form.

5. American Indian/Alaska Native

5A. TOTAL NUMBER OF PARTICIPANTS BY RACE

5B. NUMBER OF HISPANIC OR LATINO PARTICIPANTS REPORTED IN COLUMN A BY RACE

6. ASIAN

6A. TOTAL NUMBER OF PARTICIPANTS BY RACE

6B. NUMBER OF HISPANIC OR LATINO PARTICIPANTS REPORTED IN COLUMN A BY RACE

7. BLACK OR AFRICAN AMERICAN

7A. TOTAL NUMBER OF PARTICIPANTS BY RACE

7B. NUMBER OF HISPANIC OR LATINO PARTICIPANTS REPORTED IN COLUMN A BY RACE

Page 3: Demographics

- Enter the demographic information for the clients that were served during the month being reported.
 - If you have clients in that demographic, check the box and enter the total number of clients reporting that Race/Ethnicity on their Certification Form. Remember that the state considers Hispanic/Latino as an Ethnicity, so your clients can identify as White (Race) and Hispanic (Ethnicity) on the CSFP Certification form.



CSFP Monthly Report

CSFP Monthly Report

Step 4 of 6



DID ANY CLIENT REPORT MORE THAN ONE RACE/ETHNICITY (BI-RACIAL)? IF YES, HOW MANY AND HOW DID THEY IDENTIFY?

Total: 3
African American & White: 2
African American & Asian: 1

Previous

Next

Page 4: Demographics – Bi-Racial

- If a client identified as Bi-Racial please enter that information in the text field provided.
 - List the total number of clients that identified as having more than one Race.
 - List how they identified.



CSFP Monthly Report

CSFP Monthly Report

Step 5 of 6



Additional Comments, if applicable.

Previous

Next

Page 5: Additional Comments

- Enter any additional information or comments if applicable.



CSFP Monthly Report

CSFP Monthly Report

Step 6 of 6



Click "Submit" to complete this form. Your information will be sent to the proper contact for review. **Thanks For All You do!**

Previous

Submit

Page 6: Submit

- Once Report has been completed, don't forget to hit submit!

THANK YOU!!!