

ON-SITE MEAL PROGRAM SERVICE STATISTICS GUIDE



For on-site meal programs participating in
The Emergency Food Assistance Program (TEFAP)

STATISTIC DEFINITIONS

ON-SITE MEAL PROGRAM: Any agency serving prepared food or meals to individuals and/or families as part of a meal program, shelter, or housing facility that utilizes foods from the TEFAP program to prepare meals. On-site meal programs having ordered foods within the 2021 or 2022 calendar year are considered an active TEFAP on-site provider.

MEALS SERVED: Count each meal served during the reporting month as one meal. **Example 1:** If an individual ate 3 meals a day for 2 days at a shelter facility, the total meals served would be SIX meals. (3 meals x 2 days = 6 meals) **Example 2:** If an individual eating at a community meal program has a meal and goes back for “seconds”, this would be counted as TWO meals.

EXAMPLES AND SCENARIOS

Monthly On-Site Meal Program Service Statistic Example A: On-Site Community Meal Program – December

Date	Meals Served
12/3/22	34
12/10/22	40
12/17/22	36
TOTALS	110 Meals

Month Stats Example B: On-Site Meal Program at a Shelter or Housing Program – December

Date	Breakfasts Served	Lunches Served	Dinners Served	TOTALS
12/3/22	17	20	21	58
12/10/22	15	21	19	55
12/17/22	18	19	21	58
				171 Meals

Questions?

Questions about how to count Service Statistics can be directed to your TEFAP food bank representative. Thank you!



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