



Statistics Reporting Guidelines

Feeding America West Michigan, in partnership with USDA, requires agency partners to submit monthly statistics. This collection of data allows us to expand food assistance services and allocate funding to your community.

In order to remain in compliance with both Feeding America West Michigan and USDA Guidelines, please review the guidelines below to ensure that you're submitting monthly statistics correctly.

1. Statistics should be entered **once per month, not weekly.**
 - a. It is best practice to log statistics on the same day each month. In other words – log statistics on the 30th of every month or the 1st of the month.
2. **You should only report zeros if your program was not in service during that month.**
 - a. If you report zeros because your program was closed, please be sure to put this in the comment box.
3. You must enter information for **every category that is applicable to your program.**
4. Follow these guidelines for each category:
 - a. Households: Each home or address and all its occupants receiving support – **recorded as one unit.**
 - b. Children: Any individual at or below the age of 17
 - c. Seniors: Any individual at or above the age of 65
 - d. Veterans: Any individual who previously or currently serves in the United States Military
 - e. Total number of individuals: Total number of people served – including the number of people per household and all other categories
 - f. Total plates served per month – FOR MEAL SITES OR MEAL DELIVERY SERVICES ONLY: Report the total number of meals served that month
 - g. **NOTE:** The number of households should never be greater than or equal to the number of individuals. The number of individuals should always be larger than the number of households. The difference between households and individuals is detailed below.



Examples for Reporting Statistics Based on Program Type

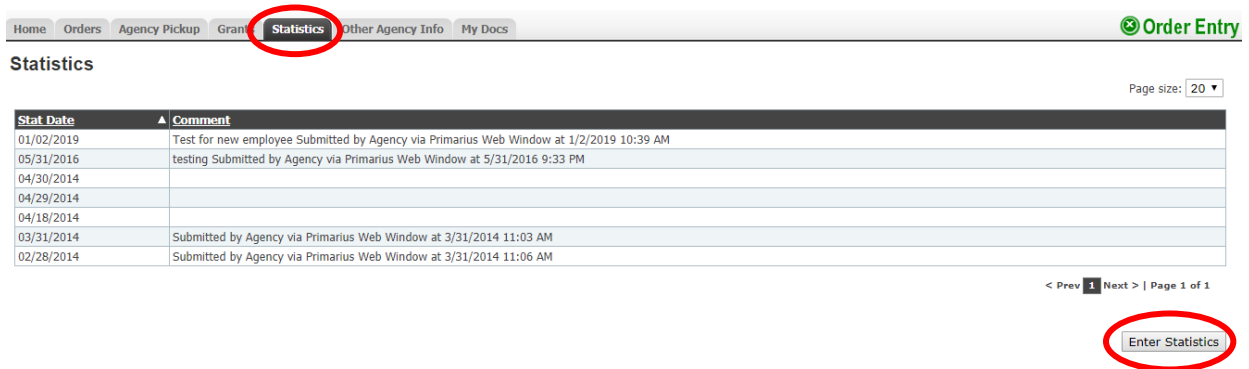
- Food Pantry – should report all categories except total plates served per month (since you are not considered a meal site)
 - The numbers you report should match the numbers from your USDA Sign-In form.
 - If you serve the same clients more than once per month, you should count those clients each time they are served.
- Backpack/Youth Program – should report number of children and number of individuals
 - The number of children and individuals should be the same number unless you serve other categories as well
 - Although you may be serving the same children every month, the number you report should reflect the number of backpacks/sack suppers are handed out (Ex: if you serve 200 children per week for 4 weeks out of the month, you should log 800 children)
- Meal Sites/Home Delivered Meals – should only log number of individuals and number of meals served per month
- Senior Program – should only log number of seniors and number of individuals (unless you are serving other categories as well. For example; a senior who is caring for grandchildren or a senior who is also a veteran). If your program is a senior meal program, you should also log number of meals served per month
 - The number of seniors and individuals should be the same number - unless you are serving other categories as well
- Veteran Program – should only log number of veterans and number of individuals (unless you are serving other categories). If your program is a veteran meal program, you should also log number of meals served per month
 - The number of veterans and individuals should be the same number – unless you are serving other categories as well
- Shelter/Residential Program – should report number of individuals served
 - In this case, do not count the same individual more than once. Log the total number of people who lived at the shelter in that month.

Household/Individual example:

John comes to a food pantry to pick up food for himself and everyone in his household. On the USDA Self-Declaration form, he declares that there are 5 people in his household. So when logging statistics, John's family counts as **one household and 5 individuals**.

How to Report Statistics on Online Account

1. Log into online account
 - a. Primarius Web Window (PWW) at www.FeedWM.org/agencypartner
 - b. Click the button that says **Online Account**
2. Go to **Statistics** tab, click **Enter Statistics** at bottom right-hand corner



Home Orders Agency Pickup Grants **Statistics** Other Agency Info My Docs Order Entry

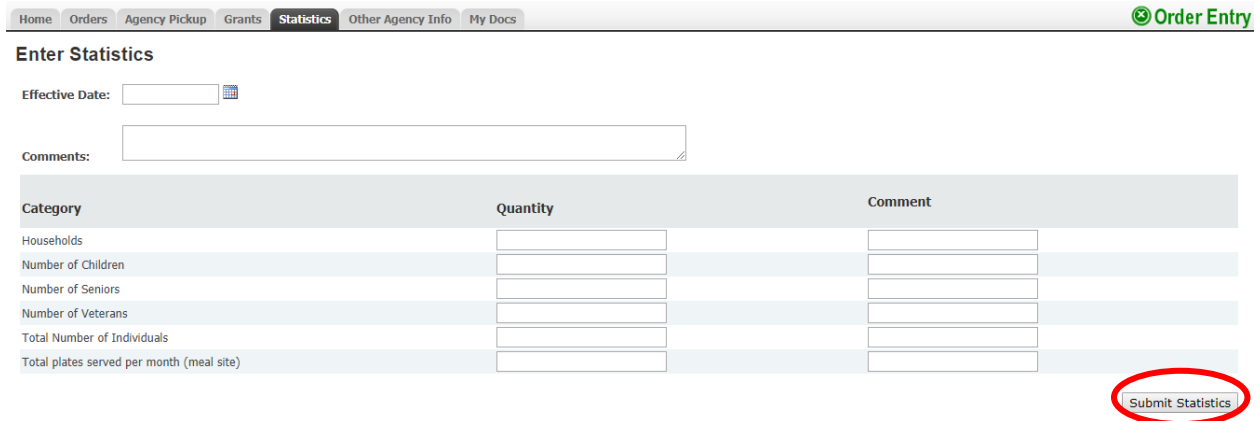
Statistics Page size: 20

Stat Date	Comment
01/02/2019	Test for new employee Submitted by Agency via Primarius Web Window at 1/2/2019 10:39 AM
05/31/2016	testing Submitted by Agency via Primarius Web Window at 5/31/2016 9:33 PM
04/30/2014	
04/29/2014	
04/18/2014	
03/31/2014	Submitted by Agency via Primarius Web Window at 3/31/2014 11:03 AM
02/28/2014	Submitted by Agency via Primarius Web Window at 3/31/2014 11:06 AM

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Enter Statistics

3. Enter statistics following the USDA statistics guidelines



Home Orders Agency Pickup Grants **Statistics** Other Agency Info My Docs Order Entry

Enter Statistics

Effective Date:

Comments:

Category	Quantity	Comment
Households	<input type="text"/>	<input type="text"/>
Number of Children	<input type="text"/>	<input type="text"/>
Number of Seniors	<input type="text"/>	<input type="text"/>
Number of Veterans	<input type="text"/>	<input type="text"/>
Total Number of Individuals	<input type="text"/>	<input type="text"/>
Total plates served per month (meal site)	<input type="text"/>	<input type="text"/>

Submit Statistics

4. Click **Submit Statistics**