

Why are they so important?

Because we receive state and federal foods, Second Harvest is required to send statistics to the Ohio Association of Foodbanks and the Ohio Department of Job & Family Services on a monthly basis. These statistics help lawmakers undersatand the needs of food banks across the state. It also allows us to gain additional food sources.

How do I submit my stats?

The stats form is available on our website at <u>www.secondharvestfoodbank.org</u>. In the Partner Charity Zone, our online stats form is in the Partner Charity Forms section. All active Partner Charities must complete the form every single month, regardless of whether or not you received any product from Second Harvest in the month. Statistics are based on the calendar month. For example, June's hot meal statistics would include any meal served June 1 – June 30.

The statistics are to be submitted online and are due by the 15th (or the next business day) of the month following the month of service. For example, your June hot meal stats need to be submitted by July 15th, and so on.

What if I don't submit my stats on time?

It is extremely important for Second Harvest to receive your stats on time. Since we are required to report to the state, we rely on your timely submissions so that we can stay in compliance with the state requirements. Please help us by making sure you always send your stats in on time, and train a second person in case you are on vacation or unable to submit stats yourself.

If we do not receive your stats by the 15th, your program will be put on product hold on the 16th. This means you will not be able to place an order until we receive your statistics. Habitually late statistics may prevent you from receiving grant funding in the future.

If you know you will be submitting late or need assistance, please call us! Above all, communication is most important if you have any issues getting your stats in. Let us know what's going on so we can work with you!