

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
 CENTRAL VIRGINIA FOOD BANK MONTHLY USDA DISTRIBUTION REPORT

AGENCY NAME AND NUMBER		#
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THIS REPORT IS DUE TEN DAYS AFTER THE END OF EACH MONTH. FILL IN THE MONTH YOU ARE REPORTING:

CIRCLE the month you are reporting:

January	February	March	April	May	June	July	August	September	October	November	December	Year 2021
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NUMBER OF INDIVIDUAL CANS AND BAGS	NAME OF FOOD ITEM												
1. Commodities on hand at beginning of month. <i>(Line 6 previous month)</i>													
2. Commodities received from CVFB during month.													
3. Commodities received as transfer per CVFB and U.S.D.A.													
4. Total of lines 1, 2 and 3.													
5. Commodities distributed to individuals and families.													
6. Commodities on hand at the end of the month. <i>(Line 1 of next month)</i>													
7. Damaged during month.													
8. Total of Lines 5, 6 and 7.													

NUMBER OF INDIVIDUAL CANS AND BAGS	NAME OF FOOD ITEM												
1. Commodities on hand at beginning of month. <i>(Line 6 previous month)</i>													
2. Commodities received from CVFB during month.													
3. Commodities received as transfer per CVFB and U.S.D.A.													
4. Total of lines 1, 2 and 3.													
5. Commodities distributed to individuals and families.													
6. Commodities on hand at the end of the month. <i>(Line 1 of next month)</i>													
7. Damaged during month.													
8. Total of Lines 5, 6 and 7.													

CHECK YOUR WORK. Line 4 should match Line 8. If line 4/8 do not match, please explain the difference in the comments section. Explain any damages/inventory discrepancies in comments section and report on Line 7 items you have to discard because of damages.

	Unique	Duplicated
Age Group: Individuals		
# children (0-17)		
# adults (18-59)		
# seniors (60+)		
Estimated DOB		
# Individuals Served		
# Households Served		

*these numbers are found on your Link2Feed Pantry Report – note difference between “unique” and “duplicated”

Signature: _____

Scan and email this report (and SDIs and signature sheets, if not using Link2Feed) to: lgambrel@feedmore.org
Or mail to: Feed More, attn.: TEFAP, 1415 Rhoadmiller Street, Richmond, VA 23220