



Commodity Supplemental Food Program (CSFP) Monthly Food Package Summary 2019

THIS FORM MUST BE RETURNED

Name of Site: _____

Agency Number: _____ Initials: _____

Date of Delivery from Feed More: _____ Approximate Time: _____

Number of food packages leftover from previous month: _____

Number of food packages received from FeedMore in current month: _____

Total number of food packages issued this month (include waitlist): _____

Number of food packages left over/To be distributed next month: _____

Important notes and reminders about Feed More's CSFP:

- Please write the name of your distribution staff on the signature form in the space provide.
- If you issue boxes on the waitlist, you need to fill in the month, site name and distributed by
- All sites will receive an individual box and a two-pound block of cheese to be added for each **registered participant**
- If a registered participant does not pick up the food box, please indicate **NO SHOW** on the signature sheet. Please note, waitlist recipients need to sign a waitlist sheet and not the space for the person they replace
- Please list a reason for the **NO SHOW** if known (e.g., moved, deceased, nursing home, etc.)

- Please report any changes to your list and only issue food boxes to qualified participants, either on the list or the waitlist. Please remember **all participants** must show ID each month.
- Any shortages on your delivery must be reported immediately to Feed More at 804-549-5678
- The drivers are not responsible to unload the pallets. Please have staff or volunteers available to unload the boxes

Please report any damages to the boxes or product here:

This summary form MUST be faxed to 804-733-2251 or sent as an email attachment to jmiddleton@feedmore.org within two days of distribution.

Original signature sheets and waitlist sheets must be mailed or delivered for within 2 days to:

Feed More
Joel Middleton, CSFP Manager
1415 Rhoadmiller Street
Richmond, Virginia
23220