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:

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This summary form MUST be faxed to 804-733-2251 or sent as an email attachment to jmiddelton@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