

**FOOD BANK OF DELAWARE  
MONTHLY HUNGER RELIEF TRACKING SHEET  
DUE BACK BY THE 5TH OF EVERY MONTH**

This tracking is to ensure all the communities needs are being met. All Hunger Relief Partners are required to track and submit numbers on a monthly basis. Please submit a separate form for each of your feeding programs. Check off only ONE month for each form.

Agency \_\_\_\_\_

Account # \_\_\_\_\_

County: (Please circle one)      **NCC**      **KENT**      **SUSSEX**  
MD

Month: (Please circle one)      JAN    FEB    MAR    APR    MAY  
JUN    JUL    AUG    SEP    OCT    NOV    DEC

Contact Person \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_

Please indicate the total number of households, individuals, adults, children, and first-time participants for the month which you have indicated above. A first time client is one whom you have not serviced before OR one who has not sought your services since **JULY 1st of 2020**.

	Total # of Households	Total # Adults	Total # Children	Unduplicated # of Households	Unduplicate d # Adults	Unduplicated # Children	# of Households First Visit Since 7/1/20? (running tally)
<b>Total</b>							

The total #'s of households, adults and children are the total number served during the month. The unduplicated #'s should reflect the first time the client is served in the month but not any return visits.

**The first visit should reflect the households who are being served for the first time since 7/1/20.**

Please be aware that this sheet supercedes all previous tally sheets distributed by the Food Bank and should be completed each month and returned **BY THE 5TH OF EVERY MONTH** to ensure that our records remain accurate. Thank you for your cooperation, it is greatly appreciated. **The back of this form is provided for you to use as a worksheet to better track your clients. PLEASE DO NOT FAX THE WORKSHEET, keep it for your records!**

Please email to [CService@fbd.org](mailto:CService@fbd.org) or send to Food Bank of Delaware, 222 Lake Drive, Newark, DE 19720;  
*Attention: Pprograms Manager*