



Monthly Spotlight

Last month, we hosted two kickoff events for our summer feeding program. Throughout the summer, we work with local sites in Coos and Carroll counties to provide breakfast and lunch meals to kids. Last year, this program provided 7,314 meals to children, many of whom typically rely on free and reduced school meals as a consistent source of nutrition.

There are programs like this throughout most of the state, run by various agencies. If you would like to find out about your nearest site in Coos and Carroll counties, you can text "FOOD" to 877-877 to get more information.



700 EAST INDUSTRIAL PARK DRIVE
MANCHESTER, NH 03109



What's Cookin'

July 2019

Current Resident or

NONPROFIT ORG
US POSTAGE
PAID
MANCHESTER, NH
PERMIT NO. 37

Safe Food Handling

All Agencies are **required** to have at least one representative attend a Safe Food Handling Class. Your Program Director/Coordinator must submit a written request, with the names of attendees to: jcheney@nhfoodbank.org

Upcoming Classes

Wednesday, July 17th @10am
Thursday, August 15th @10am

(There will be no Safe Food classes held in September or October.)

Please arrive 10 minutes early.

WELCOME New Agencies

Gather – Meals 4 Kids
Rochester

NHFOODBANK.ORG | 603-669-9725

New Shopper Orientation

Your Program Director/Coordinator must submit in writing, the names of any shoppers to be added or removed for your agency to: jcheney@nhfoodbank.org

Sign up early, spots fill up quickly!

Upcoming Classes

Tuesday, July 9th @10am
Wednesday, August 21st @10am

Please arrive 10 minutes early.

July 2019

Food Bank Closings

Thursday, July 4th: Independence Day
 Friday, July 5th: No Shopping (offices open)
 Monday, September 2nd—Labor Day

Quotable

"A true friend is someone who thinks you are a good egg even though he knows that you are slightly cracked."

~Bernard Meltzer

Floor Shopping

If your program would like to only shop the floor without placing an online order, effective as of July 1st, you will need to provide Deb with 24 hours notice. Due to the busyness of online order pickups and appointments, same day appointments will no longer be allowed. We also request that you keep to your appointment time as being late or too early will affect other shoppers as well. Please contact Deb directly at ext. 1110 or at dlearnard@nhfoodbank.org if you would like to schedule your appointment to shop the floor.

Program Changes

Please let us know of any changes to your program's hours, contact person, email, mailing address, site location, phone number, etc. It is very important that we remain up to date with your site information and contact information. If we are unable to reach you or do not have a correct contact person listed, your program will be placed on Hold until an update is received.

A Note From Agency Relations

If you have been contacted about receiving a commercial scale, please stop in to our office to pick one up. Otherwise you will receive the scale at your annual inspection visit.

If you have changed your password in Agency Express, please change it back to the one that was provided to you. All shoppers should be using "change12" as their password so that we can have access your account if needed.

~Mystyna, Emily and Jocelyn

QSR: Need to Knows

The 2nd quarter QSR is due by July 31st. We wanted to take some time to remind you how to correctly complete this required report (for any quarter) and cover a few of the questions that are often received.

Please use the current QSR that is issued each quarter. Do not change the dates on previous reports. Parts of the report can change and using an old form will not provide us with the answers that we need. You must also use the current form in order to be eligible for the QSR Raffle to win a \$25 credit on your account.

Provide your Program Number and your Program Name in the top left corner. Your Program Number starts with "P0" and then a series of numbers (example P0208-2). If you do not know your Program Number, please contact us. Your Program Name is the name of your organization, do not simply write "food pantry" in this space.

Question 3: "Of the Food provided by your program (on an ongoing basis), what % comes from the Food Bank?" For this answer please consider all the food that you use/give out for the quarter and how much comes from the Food Bank. Fresh Rescue donations that you receive are to be counted as coming from the Food Bank as well. We only need an estimated percentage.

Question 4: "Total number of meals provided for the quarter." This number should be the total served by your program for the whole quarter. This number is not per person or per day. It is not uncommon for this number to be in the thousands. If you provide prepared meals we would like to know how many physical "plates" were served that quarter. (example: "2 meals a day X 5 days a week X 12 weeks X 75 people = 9,000 meals for the quarter".) If you provide bags or boxes of food to your clients, please reference the Meal Guide that is provided with each QSR email and mailing. You can determine the meals provided via weight or by items distributed. "Total number of Snacks" is only required of Snack Programs and can generally be determined by a similar formula as the one above.

Question 5: "Number of Individuals served." This question is only required for food pantries but can be completed by an program if you would like to do so. Count "New Clients" only upon their first visit to your program. When they return, they are then counted as a "Repeat Client". So if a client comes to your food pantry 6 times during the quarter you will count them 6 times (and counted once as new if it is applicable). This number may end up being in the hundreds since you are counting individuals (per age bracket) and not each family.

Question 6: This question changes quarterly and is used for survey or record keeping purposes. Occasionally this area may contain information that you need to know. Please feel free to leave any comments in the "Additional Comments" section. We will address these comments if needed.

As always, please reach out to our team with any questions that you may have about completing the QSR. We will also reach out to you if any sections are left blank or the answer provided does not seem accurate.

Safe Food Handling Schedule Changes

Due to changes with UNH Cooperate Extension, the SAFE Food Handling class that is usually held monthly will not be held in September or October this year. Then starting in November, classes will be held every other month until further notice. Two classes will be held this summer. Please see the reverse side of this bulletin for a list of these sessions. If a member of your program needs to attend a session, please make note of these changes and dates.