### Partner Agency Monthly Report

**Agency Number:**

**Partner Agency Name:**

**Contact Person's Name:**

**Contact Person's Phone:**

**Month:**

**Year:**

### New

Individuals whose first visit was this month:

- **Add up all of the** [Children age 0-17](#) **and put that figure here:**
  - New Children Ages 0 to 17

- **Add up all** [Adults age 18-59](#) **and put that figure here**
  - New Adults Ages 18-59

- **Add up all** [Adults age 60+](#) **and put that figure here:**
  - New Adults Ages 60+

- **Count all of the Households whose first visit was this month and put that figure here:**
  - Number of New Households

### Returning

Count all individuals who received food this month, **but are not a new client**, and place those numbers below:

- **Add up all of the** [Children age 0-17](#) **and put that figure here:**
  - Returning Children Ages 0 to 17

- **Add up all** [Adults age 18-59](#) **and put that figure here**
  - Returning Adults Ages 18-59

- **Add up all** [Adults age 60+](#) **and put that figure here:**
  - Returning Adults Ages 60+

- **Add up all** [Returning Households](#) **and place that number here:**
  - Number of Returning Households

### Congregate Feeding Programs ONLY

- **Total number of individuals served this month:**
  - # of children age 0-17
  - # of adults age 18-59
  - # of adults age 60+

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**Email to FSEVAreports@foodbankonline.org**

**Due on the 1st of each month, late after the 7th**

**Updated Jan 2024**