

# QSR: Need to Knows

- Please use the current QSR link that is issued each quarter. If an old link is accidentally used, it will not be received and processed correctly with the current reports. If you do not have the current link, it is always posted on the NH Food Bank website under the Agency Login section and then the Agency Forms & Docs file.
- When providing your Program Number, it starts with “P0” and followed by 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 1: *“Of the Food distributed by your program during the quarter, estimate the percentage that was sourced from the NH Food Bank?”* For this answer please consider all the food that you use or 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 2-4: *Number of clients served:* This number should be the total served by your program for each month. This number is not per person or per day. It is not uncommon for this number to be in the hundreds or thousands.
  - i) For pantries or non-meal programs, If you serve a family of 5 people 4x during a month, count them as 20 clients that month. This would be the same for all families and clients when formulating your total. The numbers may be the same each month, but will also vary if you serve any new clients in a different month.
  - ii) If you serve a meal such as in a group home or soup kitchen and your client numbers are consistent each day, you still need to formulate that number based on how many times you serve meals that month (20 people X 30 days of meals = 600 clients that month). If the number varies at each meal, then please adjust your numbers accordingly.
- Question 5-7: *Groups of clients served:* This is an estimated percentage of who you serve overall. These numbers could possibly remain the same each quarter, but we expect you will update accordingly if you receive new clients or your numbers decrease. The total numbers for these 3 questions should add up to 100. (example: 20% minors, 65% adults, 15% seniors)
- Question 8+: This question (one or more) changes quarterly and sometimes is not used. It is intended for us to gather data about your program that may pertain to a grant or project we are working on, or data we just need to know at that time. 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 we have any questions about your responses or if the answer provided does not seem accurate.