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Data Collection Tool Overview

This tracking tool is intended to be used **during** every food distribution you host at your organization. Households should complete this as they pick up food. Don't wait until after the distribution has ended to fill this out. This PDF can be printed and filled out with a pen. Be sure to print out as many copies as you will need for the number of households attending your distribution. This tool can be used for pantries, box pick ups, drive-throughs, and all other distribution models.

Each row represents **one** household. By "household," we mean people who live together and share food. Households can be 1 person. The different columns include information about the household, including whether this is their first visit, and the total number of people, children, older adults and veterans in the household. There is also a column where clients can identify whether anyone in their household is enrolled in SNAP/EBT. The CAFB is interested in SNAP enrollment because we want to make sure clients are receiving benefits they are eligible for. **It is important to emphasize with clients that answers to these questions do not impact their ability to receive food or services.**

Clients can either fill the form out on their own, or someone from your agency can ask clients the questions. With some practice, it shouldn't take more than 1-2 minutes for a household to complete their row.

The tools are available in both English and Spanish for our partners. The questions that accompany the tools, such as "How many total people live in your household?" or, "How many children (0-5) live in your household?" are available in 10+ languages. The language translations are located on our website. These questions are to help reduce barriers in collecting this information for clients whose first language is not English. If you need the questions to be translated into additional languages, please email data@capitalareafoodbank.org.

The information collected with these tools allows your agency and the Capital Area Food Bank to be more client-centered by improving our understanding of the people and households served across our region.

For questions or support with data collection, contact data@capitalareafoodbank.org.



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How to Use the Tool



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Agency Name: _____

Distribution Date: _____

Y/N = Yes/No, but has been shortened for faster data collection

Answer the following questions about **your household**. Your responses to these questions are **anonymous and confidential** and will help us plan our distributions. If you do not feel comfortable answering one of the questions, you may leave it blank.

Household #	First visit to agency? (Y/N)	Total # of people in household	# of children (0-5) in household	# of children (6-11) in household	# of children (12-17) in household	# of older adults (60+) in household	# of veterans in household	Household enrolled in SNAP/EBT? (Y/N)
1								
2								
3								
4								

1
Ask each household, "Is this your **first time** attending a food distribution here?" (Y/N)

2
Ask, "How many **total people** live in your household?"

3
Ask, "How many **children 0-5, 6-11, and 12-17 years old** live in your household?"

4
Ask, "How many **older adults (60 and older)** live in your household?"

5
Ask, "How many **veterans** live in your household?"

6
Ask, "Is anyone in your household **enrolled in SNAP/EBT?**"

At the end of each distribution once you have collected the data, you should count or tally the totals from each column. For the "first visit" and SNAP/EBT columns, you should add up the total number of households who answered "Y" or "Yes."