



## Agency Reporting

### Monthly Requirement

By now, you've hopefully received and read our email notifying you of our new monthly reporting requirement. **Agencies\*** are now required to submit monthly reports to our [Partner Agency webpage](#). Agencies will select the appropriate program under Monthly Reports and then fill out applicable information. We highly encourage agencies to utilize our updated client sign-in sheets to assist with reporting, which is also found on our webpage. **NOTE:** reporting and signature sheets for TEFAP & CSFP have not changed and will remain the same.

Here is a brief breakdown of reporting requirements that will be enforced for the following SMFBA programs:

- ◇ **Pantry (non-TEFAP):** these agencies are required to submit one monthly report with totals for the previous month. Signature sheets are to be kept for records at your agency for 5 years, whether paper or electronically.
- ◇ **Congregate Feeding (non-TEFAP)- Soup Kitchens, Snacks, Residential Meals:** these agencies are required to submit one monthly report with totals for the previous month. Signature sheets are to be kept for records at your agency for 5 years, whether paper or electronically.
- ◇ **School Pantry:** these agencies are required to submit one monthly report with totals for the previous month. Signature sheets are to be kept for records at your agency for 5 years, whether paper or electronically.
- ◇ **Mobile Pantry:** these agencies are required to submit one monthly report with totals for the previous month. Signature sheets are to be kept for records at your agency for 5 years, whether paper or electronically.

\***Agencies:** TEFAP, CSFP, and Grocery Rescue program reporting practices are excluded from these changes. All reporting practices for these programs will continue to remain the same.

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### Want to Hear More About Policy & Procedure Changes?

### Attend Our Live Info Session!

Have you signed up to attend our LIVE info session yet? If not, visit our [Partner Agency webpage](#) to sign up today! We will be holding trainings in Phoenix on January 10, 2017 and another in Flagstaff on January 13, 2017. Come learn more about all the new changes we have introduced: annual agreement renewal, monthly reporting, policy & procedure manual, etc. This session is optional and open to all of our agencies. See you in 2017!



## Holiday Scheduling

### December 2016 & January 2017

If your agency has any scheduled closures for the upcoming months, we urge you to contact Agency Services (480.291.3237), especially if your agency is scheduled to receive a delivery on the day of your closure. Arrangements will need to be made to either reschedule or cancel any deliveries due to closures.

**All St Mary's Food Bank Alliance campuses will be closed on Monday, December 26, 2016 and Monday, January 2, 2017.** If your deliveries are usually scheduled around this time, please contact Agency Services.



## Safety Alert



Attention agencies that receive deliveries:

For the safety of your staff, volunteers, and clients, it is imperative that no one stand in front of or behind our trucks as they are parking and unloading. Individuals risk the chance of serious harm by standing near our trucks

while they are backing in. Please stay clear and allow our drivers the space they need to safely proceed. Also, please avoid opening lift gates on trucks. Site coordinators should ensure that their staff and volunteers follow this safety alert.

## ServSafe Classes

### Future Dates

Our next available **ServSafe Manager Certification** classes will be held at SMFBA in Phoenix on:

Friday, January 27, 2017

**AND**

Friday, April 28, 2017

We charge a fee of \$80 which covers the ServSafe book, class, and exam. If you are interested in completing the class, please contact **Cecilia Lucero** at **602.343.3192** or **cclucero@firstfoodbank.org**.

## ATLAS

### Sign Up Today!



We encourage **all** agencies to consider moving to our online client tracking system, ATLAS. For TEFAP agencies, this will be a requirement for 2017.

ATLAS is our FREE, online client tracking system. The site is available via a web address and is very easy to use. As you build your client database, the system then allows you to track and run reporting for all your clients.

Start your transition to ATLAS within the next month! We are offering webinars to give basic training and we are happy to help you onsite with your data entry needs and questions.

Please contact Agency Services (480.291.3237) to get set up for training and live client entry today!

## EGGPLANT, & SQUASH, & CUCUMBER, OH MY!

With the change of season the variety of available fresh produce also changes. Through St. Mary's continued efforts to provide fresh nutritious items to our partner agencies, we wanted to share the items that you could expect to see during the cooler season. Agencies should anticipate to see an abundance of the following produce soon— eggplant, squash, cucumber, and tomatoes. Attached are a couple of easy recipes and informational handouts that feature these items for you to share with your clients while this season lasts!



## Food Profile

### Eggplant



**Matching Flavors:** tomato, onion, garlic, roasted pepper, fresh herb, and parmesan. Eggplant is a versatile squash that is able to absorb the flavors of the items around it.

**Storage:** refrigerate eggplant in loose bags (do not seal)

**Cooking:** First, wash eggplant and remove the stem cap.

- For **grilling**, cut into 1 inch round slices. Brush sides with oil, add salt and pepper, then grill over indirect heat for about 5-7 minutes until desired tenderness is reached.
- For **sautéing**, cut into ½ inch cubes and heat with oil over medium heat.

