



## Quarterly Report Information

### Quarterly Report Deadlines

- ✓ 1<sup>st</sup> Quarter (July-Sept 2008): October 5, 2008
- ✓ 2<sup>nd</sup> Quarter (Oct-Dec 2008): January 5, **2009**
- ✓ 3<sup>rd</sup> Quarter (Jan-Mar 2009): April 5, **2009**
- ✓ 4<sup>th</sup> Quarter (Apr-June 2009): July 5, **2009**

Quarterly report forms will be mailed or emailed to you approximately one month before the due date.

### Information Collected on Quarterly Reports:

- For 1<sup>st</sup> quarter reports due October 5<sup>th</sup>, please indicate the number of **ALL** clients served in that quarter.
- For 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter reports, please only indicate **NEW, UNDUPLICATED** clients served within their respective quarters.
- Age groups of clients served within that particular quarter.
- Ethnicity of each person served within that particular quarter.
- Number of households served within that particular quarter.
- Number of female heads of households served within that particular quarter.
- Number of homeless individuals and homeless families.
- Income Guidelines (See HUD Income guidelines on back: Moderately Low, Very Low, Extremely Low)



## **Quarterly Report**

Attn: John Garcia

4156 Southbank Road, Oxnard, CA 93036

Ph: (805) 983-7100 x 134 Fax: (805) 983-3376

### **Quarterly Report Form Directions – 1<sup>st</sup> Quarter of Fiscal Year (July 1 – Sept 30)**

FOOD Share tracks the number of individuals that we provide food to on an annual basis. We use each of your reports to create a yearly total of clients served through your program.

It is important that you return your report by the specified due date. **Please be prompt!**

**Questions?** Call John Garcia (805) 983-7100 x 134.

- **Number of CLIENTS served within Quarter:** Please indicate the number of **ALL clients** served July 1 – September 30.
- **Age Groups:** Using the total from number of clients served within the quarter, indicate ages served.
- **Ethnicity:** Using the total from number of served within the quarter indicate how many were in the specified ethnic groupings.
- **Households:** Indicate the total number of households your program has served within the quarter. This total may not necessarily match the number of new clients served.
- **Female Heads of Households:** Indicate the number of female heads of households served within the quarter. This total may not necessarily match the number of new clients served.
- **Homeless Individuals:** Indicate the total number of clients served within the quarter who are homeless, without a stable residence. This total may not necessarily match the number of clients served.
- **Homeless Families:** Indicate the total number of families served within quarter who are homeless, without a stable residence. This total may not necessarily match the number of households served.
- **Income Guidelines:**(See HUD Income guidelines on back: Moderately Low, Very Low, Extremely Low)



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### **Directions:**

**Please report on the number of NEW clients served within the specified quarter:**

2<sup>nd</sup> Qtr – October – December

3<sup>rd</sup> Qtr – January – March

4<sup>th</sup> Qtr – April – June

**Clients reported on in the previous Quarter should not be counted.**

*For 1<sup>st</sup> Quarter, please use 1<sup>st</sup> Quarter Report Form only.*

- **Number of CLIENTS served within Quarter:** Please indicate the number of **ALL clients** served July 1 – September 30.
- **Age Groups:** Using the total from number of clients served within the quarter, indicate ages served.
- **Ethnicity:** Using the total from number of served within the quarter indicate how many were in the specified ethnic groupings.
- **Households:** Indicate the total number of households your program has served within the quarter. This total may not necessarily match the number of new clients served.
- **Female Heads of Households:** Indicate the number of female heads of households served within the quarter. This total may not necessarily match the number of new clients served.
- **Homeless Individuals:** Indicate the total number of clients served within the quarter who are homeless, without a stable residence. This total may not necessarily match the number of clients served.
- **Homeless Families:** Indicate the total number of families served within quarter who are homeless, without a stable residence. This total may not necessarily match the number of households served.
- **Income Guidelines:**(See HUD Income guidelines on back: Moderately Low, Very Low, Extremely Low)



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### **Directions for Quarterly Report Form – 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> Quarter**

FOOD Share tracks the number of individuals that we provide food to on an annual basis. We use each of your reports to create a yearly total of clients served through your program.

It is important that you return your report by the specified due date. **Please be prompt!**

**Questions?** Call John Garcia (805) 983-7100 x 134.

**Number of CLIENTS served within Quarter:** Please only indicate the number of **NEW clients** served within the three months of the particular quarter.

- **Age Groups:** Using the total from number of clients served within the quarter, indicate ages served.
- **Ethnicity:** Using the total from number of served within the quarter indicate how many were in the specified ethnic groupings.
- **Households:** Indicate the total number of households your program has served within the quarter. This total may not necessarily match the number of new clients served.
- **Female Heads of Households:** Indicate the number of female heads of households served within the quarter. This total may not necessarily match the number of new clients served.
- **Homeless Individuals:** Indicate the total number of clients served within the quarter who are homeless, without a stable residence. This total may not necessarily match the number of clients served.
- **Homeless Families:** Indicate the total number of families served within quarter who are homeless, without a stable residence. This total may not necessarily match the number of households served.
- **Income Guidelines:**(See HUD Income guidelines on back: Moderately Low, Very Low, Extremely Low)