



Senior Servings Program Monthly Distribution Report for Non-Food Pantry Partners

Senior meal distribution reports are due by the 4th business day of each month.

Click [here](#) to access the monthly senior meal distribution report. Information to be reported:

1. Agency name
2. Agency number
3. Person submitting report
4. Distribution start date
5. Distribution end date
6. Unduplicated number of senior clients served during this timeframe
 - a. E.g., senior client who is **counted only once**, no matter how many times they've received meals during the distribution timeframe
7. Total number of senior clients served during this timeframe
8. Total number of meals distributed during this timeframe
9. Client feedback/comments (if applicable)
 - a. Feedback/comments regarding how these meals have affected client(s)
10. Agency comments/notes (if applicable)
11. Submit your response

Program and report questions: Sarah Edgin, office: 405-600-3198, sedgin@rfo.org