Practice with completing the Agency Census

In the Agency Census we ask for the total number of times you served or passed out food for the month and the unique number of households (don’t count a household more than one time) you served for the month.

EXAMPLES

1. **Grocery Distribution:**
   Let’s say your grocery distribution is open twice a month (1st Friday and 2nd Friday of the month) and you served 100 households on the 1st Friday and 50 households on the 2nd Friday. The people coming on the 2nd Friday already received food on the 1st Friday.

   **To figure out the total number of times you passed out food** you do the following:
   100 households on the 1st Friday + 50 households on the 2nd Friday = **150 times** you passed out food in the month.

   **To figure out the total unique number of households** (don’t count a household more than one time) you served you do the following:

   The 50 people that came on the 2nd Friday already got food on the 1st Friday.

   150 total times you passed out food - 50 households that got food a second time that month = **100 unique households** served in the month.

2. **Soup Kitchen:**
   Let’s say your soup kitchen is open every Tuesday and you serve one meal (lunch). You serve about 100 people each a meal every Tuesday.

   **To figure out the total number of times you served out food** you do the following:

   4 Tuesdays in August x 100 times you served food each day = **400 times** you served food that month

   **To figure out the total unique number of households** (don’t count a household more than one time) you served you do the following:

   Every Tuesday you only have about 10 new people and the rest are the same people eating lunch each week.

   100 people every Tuesday - 10 new people = 90 regulars to your program that month. So these same 90 people attend every Tuesday (we will only count them one time towards this unique number).

   Then, 10 new people each week x 4 Tuesdays in the month = **40 new clients came for lunch that month.**

   Then we take the 40 new clients that month + the 90 people who come every week = **130 unique households.**
3. **Residential Meal Program:**

Let’s say you have a residential meal program and you serve 3 meals a day (Monday-Sunday). You have 6 people living at your program who each eat 3 meals a day for the entire month.

**To figure out the total number of times you served out food** you do the following:

6 people x 3 meals a day = 18 meals a day served at your program

Then, 18 meals a day x 31 days in the month = **558 times** you served food in the month

**To figure out the total unique number of households** (don’t count a household more than one time) you served you do the following:

If the same 6 residents are living there all month long than you will only count each resident one time for the unique number = **6 unique households**

If you always have a total of 6 residents living there, but they are different people throughout the month then count up the number of different residents you have housed over the month and this is your unique number. For example, you have 6 residents living there, but over the course of the month 3 people left and 3 new people entered then your **unique number would be 9 households** (6 people + 3 new people = 9 unique households).