

MONTHLY REPORTING PROCESS AND LATE REPORTING PROCEDURE

The information that we request from our partners is an important resource for FOOD for Lane County (FFLC) in order to provide information and be transparent to the community, our Board of Directors, donors, and the Oregon Food Bank Network. To this end, all FFLC partner agencies are asked to submit a monthly report of their food distribution activities.

REPORTING PROCESS:

- Per your agency's agreements with FFLC and Oregon Food Bank, all Partner Agency reports are due by the **5th** of each month. It is the responsibility of the agency to submit reports on time.
 - The FFLC Partner Agency Services team will send an email reminder to all Partner Agencies (PAs) on the last day of each month, or the closest business day.
 - The deadline may be extended in the event of holidays or other extenuating circumstances. This decision will be communicated to all PAs in the reminder email.
- As agencies turn in their reports, reports are tracked and categorized according to when the report was submitted:
 - **ON TIME** – submitted to FFLC on or before the **5th** of the month
 - **LATE** – submitted after the 5th but within the same calendar month it was due
 - **VERY LATE** – submitted the calendar month after it was due
 - **EXEXTENDED/EXCUSED** – Communication with PA Services is required before the due date to receive an extension on your report
- By the 15th of each month, Partner Agency Services will notify agencies by email or phone call that they have an overdue report

LATE REPORT PROCEDURE & RESTRICTED ACCESS TO FOOD:

1. If an agency turns a report in **LATE** and/or **VERY LATE** for two consecutive months and is overdue for the third month, the agency will not be allowed to access food until their overdue report is turned in to FFLC.
2. If an agency has not turned in the previous month's report and is late on the current month's report, they will not be allowed to access food before turning in all overdue reports to FFLC.

The Partner Agency Services team will notify an agency if one of the situations described above applies to them. If one of the late report situations described above occurs for an agency more than once in a twelve-month period, the agency will be put on a corrective action plan for reporting. If the agency is unable to complete the corrective action plan, FOOD for Lane County may suspend the agency's access to food until the plan is successfully completed and the agency can demonstrate it can submit reports in a timely fashion.