



## Eligibility Requirements for the NYS Hunger Prevention Nutrition Assistance Program (HPNAP) Food Grant:

### Eligibility Requirements for programs:

- Must be a current Regional Food Bank member in good standing
- Must be a qualified Emergency Feeding Program (emergency shelter, soup kitchen/ community meal open to the public, or food pantry open to the public)
- Agency and Guest Bill of Rights posted where visible to all guests accessing the feeding program including outdoor distributions
- Food Bank Food Safety Course or ServSafe Manager Certification required every 5 years
- Monthly Service Statistics reported to the Food Bank every month (by the 10<sup>th</sup> of each subsequent month – ie June’s data reported by July 10<sup>th</sup>)

#### Service Statistic Categories

1. Children (ages infant – 17)
  2. Adults (ages 18–59)
  3. Senior (ages 60+)
  4. Number of households served (Food pantries only)
- **Food pantries only:**
    - At least 3 days’ worth of food provided per person in the household (or offered in the case of client choice-style pantries) including the minimum amounts in the three food group sections (see *HPNAP Minimum Food Guide for a 3 Day Pantry Package*)
    - Must offer the 3-day pantry at least once per month
    - 3-day food pantry package provided during a guest’s first visit regardless of meeting residency/other pantry eligibility requirements
    - 3-day pantry package screening form completed once every 2 years. Collected during your routine food bank site inspection.
  - **Emergency shelters and soup kitchen/community meal programs only:**
    - Up to 3 meals a day per individual can be counted
    - Meals are comprised of at least 3 out of 5 food groups, with at least one serving of fruit or vegetable
    - Second portions can be offered but do not count towards statistics

The **HPNAP Food Grant** must be applied for annually. The Regional Food Bank will advise the application window in as far advance as possible. Grant funds are awarded in the form of funds on account with the Regional Food Bank to purchase HPNAP eligible food per HPNAP Minimum Food Guide.

There are additional requirements for the **HPNAP Operations Support (OS) Grant**

Please reach out to **Kerry Leary** for questions related to either grant:

**Kerry Leary**

Director of Agency Services

Email: [KerryL@regionalfoodbank.net](mailto:KerryL@regionalfoodbank.net)

Phone: (518) 786-3691 x 260

# HPNAP Prepared Meal Self-Assessment Form

Agency Name: \_\_\_\_\_ FB ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

You must provide a recipe for the meal being assessed and menu along with this form

A HPNAP-approved prepared meal includes **4** total servings per person broken out as follows:

- **Two servings** of fruits and vegetables
  - One vegetable and one fruit serving each
  - or two vegetable servings
  - or two fruit servings
- **One serving** of protein: meat, non-meat, or dairy
- **One serving** of grain

*It is acceptable to provide one additional serving of protein in place of one serving of grain if the proteins are differentiated as one dairy serving (milk, cheese, yogurt) and one meat or non-meat protein (beans, soy-products)*

Acceptable serving size minimums are:

Vegetables / Fruit – ½ cup of each, 1 cup fruit, 1 cup vegetable

Grains – ½ cup, or 1 slice of bread

Protein – 1 cup of milk, 6 oz yogurt, 1 oz cheese, ½ cup cooked beans, 2 oz lean meat, 2 tbsp peanut butter

*Garnishes, such as ketchup and pickle relish, are not considered a vegetable serving*

1- Circle which meal is being assessed:    **Breakfast**                      **Lunch**                      **Dinner**

2- Enter foods being served by food group, including portion sizes and quantity provided:

Food Group	Portion/Size	Quantity Provided	RFB scoring column. Please leave blank
Vegetables / Fruit			
Grains			
Protein			

Regional Food Bank only below this line

NRM Signature \_\_\_\_\_

Date: \_\_\_\_\_

## HPNAP Monthly Reporting with PWW

- To report HPNAP Monthly numbers in PWW, log in to PWW. You can access PWW by visiting one of our websites: [www.regionalfoodbank.net](http://www.regionalfoodbank.net) or [www.foodbankofhudsonvalley.org](http://www.foodbankofhudsonvalley.org). The links to order online are in the upper left hand corners. *PLEASE NOTE: If you do not have a log-in to PWW, training is required. Please contact Member Services for upcoming training dates.*
- Once in PWW, click on the “Statistics” tab.

Home Orders Grants **Statistics** My Docs Order Entry

Home | Your Cart

Welcome to Primarius Web Windows (PWW) Online Ordering system for the Regional Food Bank of NENY and the Food Bank of the Hudson Valley!

TO VIEW CLOSURES, DELIVERIES, DELIVERY LOCATIONS AND OTHER IMPORTANT DATES, PLEASE VISIT THE [DELIVERY DATES AND LOCATIONS](#) PAGE OF OUR WEBSITE. THE LINK IS POSTED UNDER "NOTABLE LINKS" ON THE RIGHT SIDE OF YOUR SCREEN!

**Attention Food Pantries, Soup Kitchens and Emergency Shelters!**  
HPNAP, OSP and Seed Grant Applications are due in Latham on **August 10, 2018**. Applications can be found on our website:  
<https://regionalfoodbank.net/2018-2019-hpnap-osp-and-seed-grant-applications/>

Notable Links  
[Delivery Dates and Locations](#)  
[Regional Food Bank](#)  
[Food Bank of the Hudson Valley](#)

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- Here you will see a list of all of your past entries. You can click on any line to view the Statistics for that entry. To enter new Statistics, click “Enter Statistics” at the bottom of the screen.

Home Orders Grants **Statistics** My Docs Order Entry

Statistics Page size: 20

Stat Date	Comment
06/30/2018	Submitted by Agency via Primarius Web Window at 7/3/2018 11:45 AM
05/31/2018	Submitted by Agency via Primarius Web Window at 6/1/2018 10:38 AM
04/30/2018	Submitted by Agency via Primarius Web Window at 5/3/2018 8:52 AM
03/31/2018	Submitted by Agency via Primarius Web Window at 4/5/2018 2:35 PM
02/28/2018	Submitted by Agency via Primarius Web Window at 3/6/2018 9:08 AM
01/31/2018	Submitted by Agency via Primarius Web Window at 2/6/2018 2:42 PM
12/31/2017	Submitted by Agency via Primarius Web Window at 1/4/2018 11:04 AM
11/01/2017	Submitted by Agency via Primarius Web Window at 12/6/2017 2:36 PM

< Prev 1 Next > | Page 1 of 1

**Enter Statistics**

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- Fill out the following fields (*screenshot on next page*):
  - Effective Date:** Select the *month and year you are reporting for*.
  - Comments:** Write out the name of the person submitting the statistics.
  - 1. Children (ages Infant-17):** Enter the number of children served for the month you are reporting
  - 2. Adults (ages 18-59):** Enter the number of adults served for the month you are reporting
  - 3. Elderly (ages 60+):** Enter the number of elderly served for the month you are reporting
  - 4. Households Served (Food Pantries Only):** Enter the number of Households served for the month you are reporting. *Only Food Pantries should fill out this field.*
  - 5. IF REPORTING FOR AN EMERGENCY SHELTER:** Enter the number of MEALS served to each age per month.
  - Nothing is required in the “Comment” field next to each statistic.
  - Click “Submit Statistics” to complete your monthly report.

Enter Statistics

Effective Date: Month:  Year:

Comments:

Category	Quantity	Comment
1. Children (ages Infant-17)	<input type="text"/>	<input type="text"/>
2. Adults (ages 18-59)	<input type="text"/>	<input type="text"/>
3. Elderly (ages 60+)	<input type="text"/>	<input type="text"/>
4. Households Served (Food Pantries Only)	<input type="text"/>	<input type="text"/>

**Submit Statistics**

● IMPORTANT NOTES:

- The system will not allow you to submit statistics until the last day of the month.
  - For example, to report for July, you would not be able to submit statistics until July 31
- Monthly statistics are still due by the 10<sup>th</sup> of the month following the month for which you are reporting.
- Once you have submitted statistics for a given month, you are unable to make edits. If an error is made, please contact Member Services to make any changes.
- Late Reports
  - If a report is not received by the 10<sup>th</sup> of the month, the agency will be unable to place an order until online statistics are submitted via PWW.
  - If no report is received by the 25<sup>th</sup> of the month, we will have to submit the required data to the New York State without the agency's information.
  - At this point, the agency is placed on "hold", the report will be marked "LATE", and must be submitted via phone (518-786-3691), email ([HPNAPGrant@regionalfoodbank.net](mailto:HPNAPGrant@regionalfoodbank.net)), or fax (518-786-3004). The agency will be taken off of "hold" once the data has been received and we are notified.