

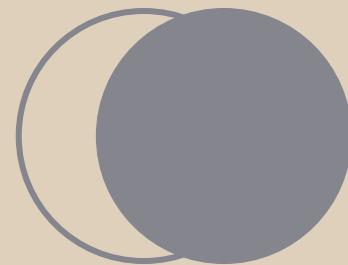


NORTHEAST IOWA
FOOD BANK

BACKPACK PROGRAM MANUAL 2025



TABLE OF CONTENTS



| | |
|----|------------------------------------|
| 1 | ABOUT NEIFB |
| 2 | NEIFB & FEEDING AMERICA |
| 3 | BACKPACK PROGRAM OVERVIEW |
| 4 | STORAGE & HANDLING |
| 6 | REQUIREMENTS/ AGREEMENT |
| 8 | ORDERING SCHEDULE |
| 9 | AGENCY EXPRESS |
| 11 | DELIVERY SCHEDULE/ SCHEDULE PICKUP |
| 13 | ORDERING |
| 14 | CHECK OUT |
| 18 | EDIT/CANCEL AN ORDER |
| 19 | REPORTS AND SURVEYS |
| 22 | INFORMATION |



THE NORTHEAST IOWA FOOD BANK

1605 LAFAYETTE STREET WATERLOO, IOWA 50704

Our **MISSION** at the Northeast Iowa Food Bank (NEIFB) is to provide nutritious food and grocery products to nonprofit organizations and individuals in Northeast Iowa, while providing hunger education programs to the area and those in need.



Our **VISION** is a community in which hunger is alleviated and all persons have adequate access to nutritious food. We will strive to accomplish our mission so that food security is ultimately achieved for all households.



NEIFB & FEEDING AMERICA

BackPack Program

A Program of
FEEDING AMERICA



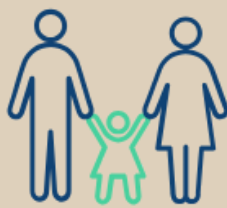
FEEDING AMERICA

Feeding America® is a nationwide network of over 200 food banks and 60,000 food pantries and meal programs that provides food and services to people each year. The Northeast Iowa Food Bank is a member of Feeding America® and subscribes to its contract, pays membership fees, and adheres to best practices for food banking. In exchange, the NEIFB gains national-level expertise in solving hunger, raising funds, sourcing food, strengthening advocacy, and understanding economic and supply trends. The Northeast Iowa Food Bank has a Feeding America® compliance officer who acts as a resource and who conducts an audit of the Food Bank every two years.

WHO WE SERVE



CHILDREN



FAMILIES



INDIVIDUALS



SENIORS

THE BACKPACK PROGRAM

THERE ARE CHILDREN IN AMERICA THAT RELY ON RESOURCES SUCH AS FREE OR REDUCED-PRICED SCHOOL LUNCH DURING THE SCHOOL YEAR. THE BACKPACK PROGRAM IS DESIGNED TO MEET THE NEEDS OF HUNGRY CHILDREN AT TIMES WHEN OTHER RESOURCES ARE NOT AVAILABLE SUCH AS WEEKENDS OR VACATIONS.



DID YOU KNOW?

- PROGRAM IS FUNDED THROUGH GRANTS AND DONATIONS TO THE NEIFB.
- BAGS ARE PACKED BY VOLUNTEERS THROUGHOUT NUMEROUS YEARLY EVENTS.
- PROVIDED AT NO COST TO EACH NORTHEAST IOWA SCHOOL. PROGRAM RUNS FROM SEPTEMBER-MAY.
- CHILDREN IN GRADES PREK-12 CAN PARTICIPATE IN THIS PROGRAM.
- STUDENTS/PARENTS/GUARDIANS CAN OPT OUT AND CHOOSE NOT TO PARTICIPATE AT ANY TIME.

STORAGE AND HANDLING

BAGS WILL CONTAIN

SHELF-STABLE FOOD

- SOME PRODUCTS MAY BE MARKED PAST THE BEST-BY OR EXPIRATION DATE; THEY HAVE BEEN CHECKED AND ARE STILL SAFE TO EAT.
- IF YOU OPEN A BOX OR BAG AND NOTICE A PROBLEM, PLEASE CONTACT THE CHILDREN'S PROGRAMS COORDINATOR.



THERE ARE 8 TOTAL BAGS IN ONE BOX.

INCLUDED ARE 2 BREAKFAST COMPONENTS, 2 LUNCH/MEAL COMPONENTS, 2 FRUIT COMPONENTS AND SOME SNACKS. WE DO OUR BEST TO PROVIDE FROM EACH CATEGORY. EACH BAG WILL WEIGH BETWEEN 2-4 POUNDS.

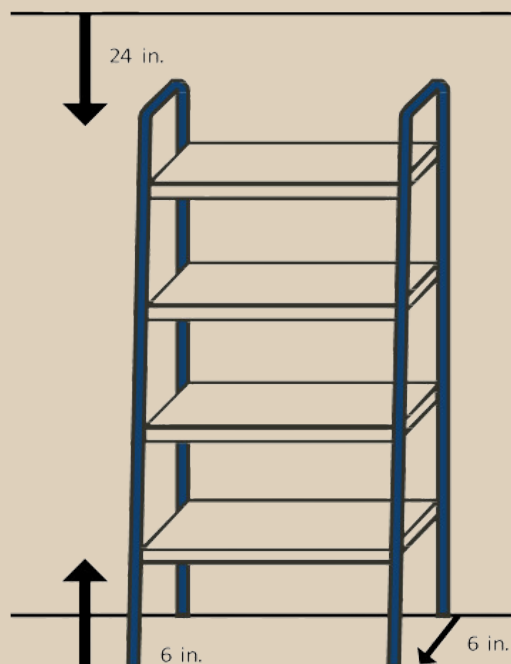


WE ASK THAT NO EXTRA FOOD IS ADDED TO THE BAGS, BUT PERSONAL CARE PRODUCTS MAY BE ADDED IF APPLICABLE.

STORAGE AND HANDLING CONT.

- THROWING BOXES OR STACKING THEM TOO HIGH CAN INCREASE THE RISK FOR DAMAGED PRODUCTS.
- DO NOT STORE CHEMICALS NEXT TO (OR ABOVE) BAGS.
- **MUST** BE 6 INCHES OFF OF THE GROUND, 6 INCHES AWAY FROM WALLS, AND 24 INCHES FROM THE CEILING.
- FOR ORGANIZATION AND ORDERING PURPOSES, YOU SHOULD UTILIZE THE FIFO (FIRST IN, FIRST OUT) SYSTEM TO ENSURE THE OLDEST PRODUCTS ARE BEING DISTRIBUTED FIRST.
- NOTIFY THE CHILDREN'S PROGRAMS COORDINATOR REGARDING ANY ISSUES WITH PRODUCTS.
- PLEASE KEEP BACKPACK BOXES FOR NEIFB PICKUP.

EXAMPLE



**PLEASE USE
CAUTION WHEN
HANDLING
BACKPACK
BOXES**

REQUIREMENTS

Coordinators are required to distribute bags a minimum of once per month. The program is offered at no cost to the schools or students and is funded through grants and donations. Being a grant funded program, the Northeast Iowa Food Bank requires coordinators to submit monthly statistics to us by the 6th business day of each month through Agency Express and periodically share success stories about the program. We also request that you complete and facilitate full surveys at the end of the school year and shorter surveys periodically throughout the school year.

These surveys give us feedback to help grow the program.

REQUIRED FORMS

BackPack Program Agreement 2023-2024

The purpose of the Backpack Program is to help school children obtain healthy and safe food to eat at home.

Name of School/Agency: _____

Anticipated start date of distribution: _____

How often will you be distributing the bags? ☐ Weekly ☐ Bi-weekly ☐ Other (Please Specify): _____

This document is an agreement made between the Northeast Iowa Food Bank (hereinafter referred to as "NEIFB") and the school/agency (hereinafter referred to as "Partner"). It outlines the responsibilities of each party in the Backpack Program.

A. Program Partner Address: YES

General:

- Agree to abide by the program procedures and meet ongoing requirements of the NEIFB.
- Identify a Backpack Coordinator to be the primary contact for the Backpack Program.
- Identify a Backpack Coordinator to participate in the Backpack Program.
- Provide a minimum of one staff member to assist in the program as an operator.
- Place Backpack boxes in a secure location, away from the entrance and exit of the school.
- Remove Backpacks on the designated day and time, and provide help in unloading the boxes.
- Provide the Backpacks to program participants in accordance with the pre-determined schedule.
- Keep accurate records, submit reports and provide necessary information as requested. (Keep registration forms on file for at least one year.)

Information:

- The NEIFB will provide registration card at each time you turn over the NEIFB or more as needed.
- Keep all registration cards on file for at least one year.
- Provide the NEIFB a copy of the program's Backpack Program manual. BackPack of operation and number of children being served.
- Review and report, if applicable, to all communications from NEIFB staff members, letters or e-mails.
- Communicate problems and requests to the NEIFB Partner Support team in a timely manner.
- Keep registration forms, letters and staff to coordinate collection of the program as requested by the NEIFB.

Food Safety:

- The safe and proper handling of food, which conforms to all local, state and federal regulations.
- All food and non-perishable food items must come from a food safety source, such as the NEIFB Food Handler for Food Safety training provided by Food Safety and Inspection Service (FSIS) or an equivalent training.
- Use Backpack Program food in a secure, sanitary and temperature-controlled place away from cleaning materials and chemicals. All food must be stored in a cool, dry place and not be exposed to the sun.

BackPack Program Information Form 2023-2024

School/Organization: _____

Address: _____

School/Agency Number: _____ (4-digit number, provided by NEIFB)

Name of Coordinator: _____

Coordinator Email: _____

Coordinator Phone: _____

Name of Back-Up Coordinator: _____

Back-Up Coordinator Email: _____

Delivery Instructions: _____

Number of students served at food site: _____

Nearest School (Thermography, Christmas, etc.): _____

Designated Site:

School Site: _____

Address: _____

Name of Contact: _____

Contact Phone: _____

Number of students served: _____

BackPack Program 2023-2024 Registration Form

Dear Parent/Guardian,

BackPack is a program of the Northeast Iowa Food Bank to provide the Backpack Program to students during the 2023-2024 school year. The program helps to provide and maintain the Backpack Program.

The Backpack Program is a free program that provides food to students who are in need. The program is designed to help students who are in need of food to eat at home. The program is designed to help students who are in need of food to eat at home. The program is designed to help students who are in need of food to eat at home.

Parent and guardian must complete this form and return it to the NEIFB. The NEIFB will provide the Backpack Program to students who are in need of food to eat at home. The NEIFB will provide the Backpack Program to students who are in need of food to eat at home. The NEIFB will provide the Backpack Program to students who are in need of food to eat at home.

Parent/Guardian Information:

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Child Information:

Name: _____

Age: _____

Grade: _____

School: _____

Teacher: _____

Classroom: _____

Room: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

AGREEMENT

INFORMATION

LETTER AND REGISTRATION

Additionally, each year program partners are required to complete 2 annual documents (Agreement (1) and Information Form (2)). Each of these need to be completed and sent back to bsassaman@neifb.org. You will then receive the program specific Parent/Guardian Letter and Registration Form (4). Always keep your staff Background Checks on file!

AGREEMENT



BACKPACKS MUST BE DISTRIBUTED A MINIMUM OF ONCE A MONTH BY THE COORDINATORS.



YOU MUST PLACE BACKPACK ORDERS BETWEEN 4 AND 10 DAYS PRIOR TO YOUR SCHEDULED DELIVERY DATE.



YOU MUST PROVIDE HELP IN RECEIVING AND UNLOADING DELIVERIES ON THE DESIGNATED DAY.



YOU MUST KEEP, SUBMIT, AND PROVIDE ACCURATE RECORDS AND NECESSARY INFORMATION UPON REQUEST. PLEASE KEEP REGISTRATION FORMS ON HAND FOR ALL STUDENTS PARTICIPATING IN THE PROGRAM.



YOU MUST REPORT MONTHLY STATS NO LATER THAN THE 6TH BUSINESS DAY OF THE FOLLOWING MONTH.



YOU MUST NOT RECYCLE BACKPACK BOXES. PLEASE FOLD AND KEEP FOR PICKUP.

FAILURE TO COMPLY MAY RESULT IN:

THE FIRST INCIDENT WILL BE ISSUED A VERBAL WARNING.

A SECOND OCCURRENCE OF NONCOMPLIANCE WILL RECEIVE A WRITTEN NOTIFICATION.

AFTER A THIRD INCIDENT, THE SCHOOL WILL BE PLACED ON A 30 DELIVERY SUSPENSION.

ANY FURTHER COMPLIANCE FAILURES MAY INCLUDE A RESULT IN 3 MONTHS OF NONSERVICE OR PERMANENT LOSS OF SERVICE.

ORDERING SCHEDULE

YOU WILL ONLY BE ABLE TO ORDER BETWEEN 4-10 DAYS
BEFORE YOUR DELIVERY DATE

| If your Delivery Day is on ... | You MUST order by MIDNIGHT on ... |
|--------------------------------|-----------------------------------|
| Monday | Tuesday |
| Tuesday | Wednesday |
| Wednesday | Thursday |
| Thursday | Friday |
| Friday | Monday |



Example:

NEIFB Middle School gets their deliveries every other Tuesday. Their next delivery will be on Tuesday, the 21st of May. NEIFB Middle School's Backpack coordinator should have placed their order no later than Wednesday the 15th (5 business days before delivery), and no earlier than Saturday, May 11th. (10 days before delivery).

| | Su | Mo | Tu | We | Th | Fr | Sa |
|--------|----|----|----|----|----|----|----|
| May-24 | 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | 26 | 27 | 28 | 29 | 30 | 31 | 1 |



Calendar Example:

The yellow is the example delivery date. The green is the dates you can order. The red shows the LAST DAY TO ORDER, and you MUST order no later than MIDNIGHT.



**MARK YOUR CALENDAR TO ORDER
BACKPACKS!**

AGENCY EXPRESS

The BackPack Program orders are processed using the Agency Express platform. Please be sure to follow the proper steps for ordering and completing monthly reporting.

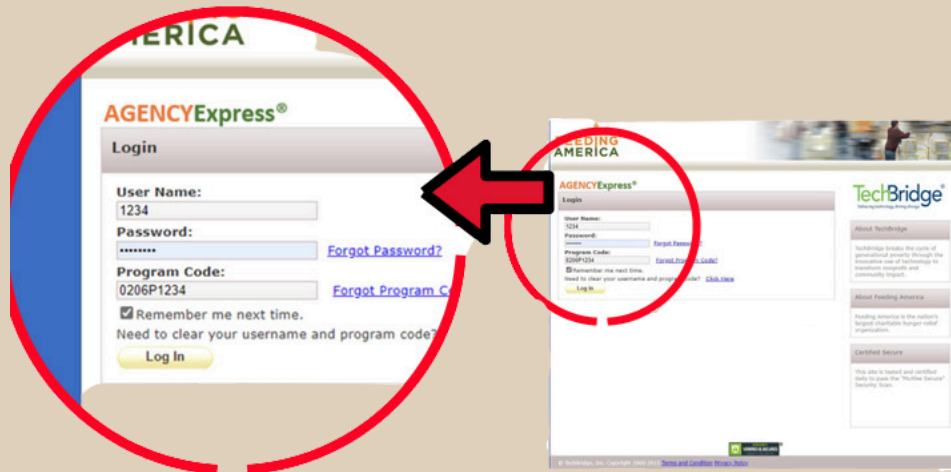
STEP 1



Open your browser, and access neifb.org. Click on the drop down menu '**Feeding Communities**'

The screenshot shows the NEIFB website. The top navigation bar includes 'Get Involved', 'Find Help', 'Feeding Communities', and 'About'. A dropdown menu for 'Feeding Communities' is open, showing 'Community Programs' and 'Agency Resources'. An arrow points to 'Agency Resources'. Below the dropdown, there is a banner for 'NEIFB' with a call to action 'Make an impact for just \$15 a month!'. Below the banner, there is a section for 'Quick Links' with three links: 'Agency Ordering', 'Delivery Schedule', and 'Service Insights on MealConnect'. An arrow points to the 'Agency Ordering' link, which has a button that says 'Click here to order'.

STEP 2: LOGGING ON



CLOSEUP OF LOGIN

FEEDING AMERICA AGENCY EXPRESS HOMEPAGE

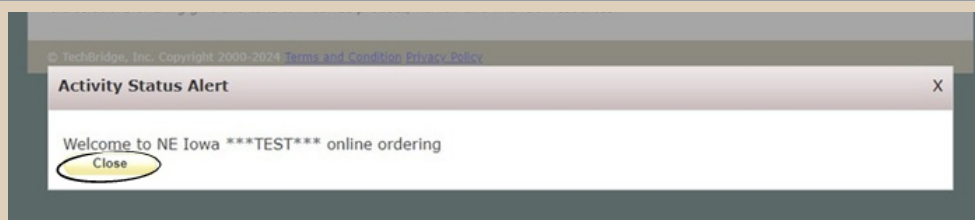
Username: Each agency shopper will have a specific Username. The Username is not case sensitive. Please do not allow anyone else to use your Username.

Password: The default password is change12. This is case sensitive. All lowercase, no spaces. You may change your password by clicking the HELP tab and choosing Forgot Password? FYI: if you change your password, we can no longer get into your account to help with issues.

Program Code: The Program Code is always going to be 0206 (Feeding America NEIFB Agency ID number), the letter P capitalized (case sensitive), and your 4-digit agency number.
Example: 0206P1234

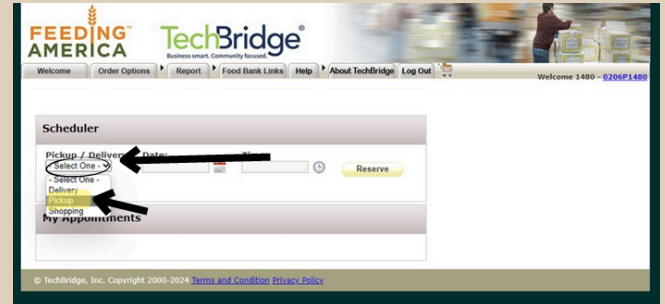
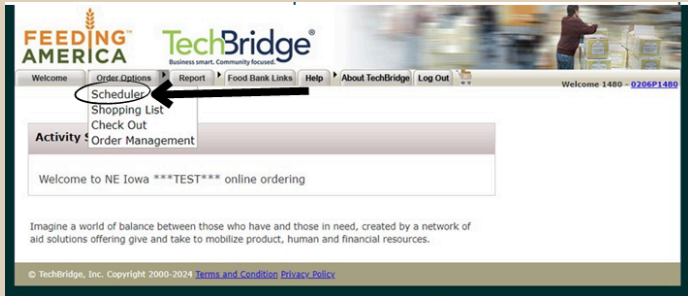
HINT: CLICK 'REMEMBER ME NEXT TIME' TO SPEED UP THE LOGIN PROCESS!

Activity Status Alerts will inform you of any closings, trainings, etc. relating to the Food Bank. Please thoroughly read any alerts that appear, and then click 'close'.

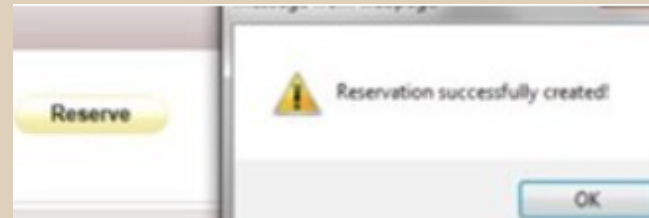
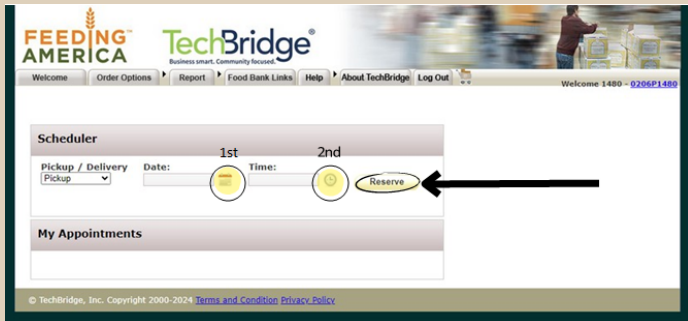


STEP 3: SCHEDULE PICKUP/CHECK DELIVERY

HOVER OVER 'ORDER OPTIONS' AND CLICK
'SCHEDULER' > 'PICKUP'

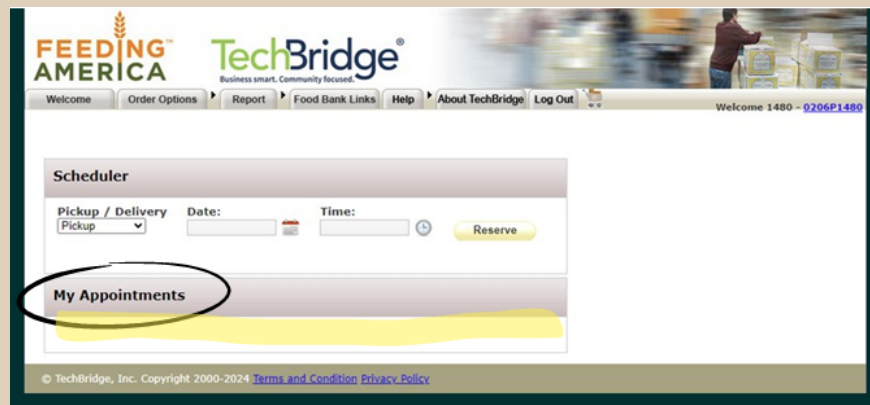


SELECT PICKUP



Select a date and time, and click 'reserve'. A notification will pop up if the reservation has been recorded and accepted.

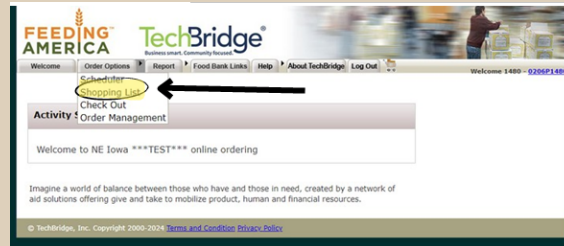
FOR DELIVERY



Verify your delivery dates/times by checking 'My Appointments'. If it is not accurate, please contact the NEIFB BEFORE ordering. We can fulfill a late order due to issues.

STEP 4: ORDERING

RETURN TO THE HOMEPAGE. HOVER OVER 'ORDER OPTIONS' AND CLICK 'SHOPPING LIST'



| Order Qty | Available Qty | Item No. | Description | UOM | Unit Price | VAP Fee | Pack Size | Feature Type | Gross Weight | Nutritional Information | Favorite |
|-----------|---------------|----------|------------------------|-----|------------|---------|-----------|--------------|--------------|-------------------------|----------|
| | 296 | Backpack | Boxes (8 bags per box) | | | | bags | | 18 | Not Yet Ranked | |

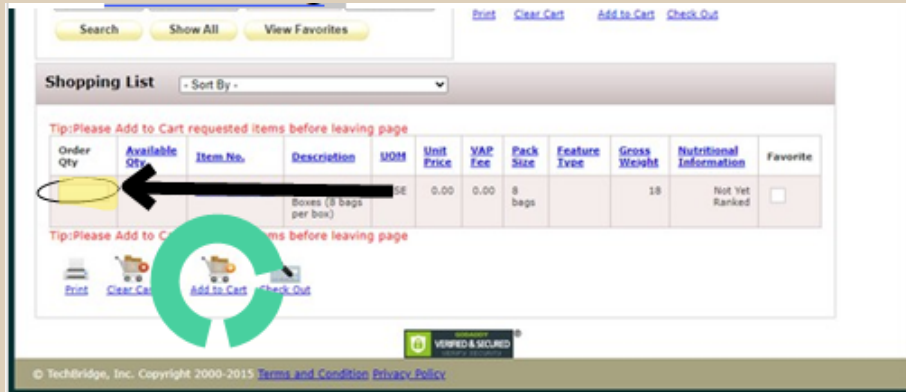
This page shows your shopping cart AND shopping list.

One option will be available, 'BackPacks'. Double check that the quantity exceeds the needs for your order - if it is less than the needed amount, please contact the Children's Programs Coordinator.

| Order Qty | Available Qty | Item No. | Description | UOM | Unit Price | VAP Fee | Pack Size | Feature Type | Gross Weight | Nutritional Information | Favorite |
|-----------|---------------|----------|------------------------|-----|------------|---------|-----------|--------------|--------------|-------------------------|----------|
| | 296 | Backpack | Boxes (8 bags per box) | | | | bags | | 18 | Not Yet Ranked | |

Under 'order quantity', type the amount of Backpack boxes you are needing.

ORDERING CONT.



ALWAYS CLICK 'ADD TO CART' BEFORE EXITING THE PAGE.

A message will appear to confirm that you have added the items to your cart.

If an 'error' occurs, this means that you attempted to order more than what is on stock. Contact the Children's Programs Coordinator.

www.agencyexpress3.org says

Success: Item BACKPACKBLUE added to the cart.

OK



NOTE: If you have successfully added items to your cart, a red number will appear next to the shopping cart in the upper right corner of the page. This number also indicates that the order is in draft status. IT HAS NOT BEEN SUBMITTED TO THE FOOD BANK YET. Click on the cart to CHECK OUT.

STEP 5: CHECK OUT

CLICK THE SHOPPING CART WITH THE RED NUMBER NEXT TO IT. FOLLOW THE CHECK OUT GUIDELINES BELOW.

PLEASE DOUBLE CHECK ORDER AND CLICK SUBMIT.

NORTHEAST IOWA FOOD BANK AMERICA

Welcome | Order Options | Report | Food Bank Links | Help | About TechBridge | Log Out | 1 | Welcome 2603 - 0266P2603

My Appointment

Reference Number: **P05314905**

Pickup/Delivery Date: Time:

Delivery

Comment (Please limit characters to 255, or less, when SO is updated or submitted)

May 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Shopping Cart Summary

Total Due: **\$0.00**

Gross Weight: **54 lbs**

Available Credit Limit: **\$0.00**

Total Line Items: **1**

Total Cube Size: **0 Cu. Ft.**

Shopping Cart

| Order Qty | Item No. | Description | Quantity | UOM | Gross Weight | Unit Price | Packaging Type | Pack Size | Handling Requirements | VAP Fee | Special | Nutritional Information | Feature Type |
|---|------------------------------|----------------------------------|----------|------|--------------|------------|----------------|-----------|-----------------------|---------|---------|-------------------------|--------------|
| <input type="button" value="x"/> Available Qty: [298] | BACKPACKBLUE | Back Pack Boxes (8 bags per box) | 3 | CASE | 54 | 0.00 | Box | 8 bags | Dry | 0.00 | | Not Yet Ranked | |

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You must review the following three sections before completing checkout:

- 1. My Appointment**
- 2. Shopping Cart (Review Your Order)**
- 3. Comments**

CHECK OUT CONT.

MY APPOINTMENT

This section is used to assign your order to an already pre- reserved appointment time (Delivery Route or Confirmed Pickup).

- Hover over the date and time.
- Select the GREEN date and time, this should be the only option that is shown.

COMMENT

Click the comment box and write us a reminder or note. This note normally assists our drivers with directions and instructions to the agency.

DOUBLE CHECK ORDER. DOUBLE CHECK SCHEDULE. DO NOT FORGET TO SUBMIT!

The screenshot displays the TechBridge interface for Northeast Iowa Food Bank America. The top navigation bar includes links for Welcome, Order Options, Report, Food Bank Links, Help, About TechBridge, and Log Out. The user is logged in as 'Welcome 3493 - 9206P2693'.

My Appointment

Reference Number: **POS315727**

Pickup/Delivery Date: Time:

Comment (Please limit comment to 150 characters, no special characters (<, >, $\$, $\$). Anything over 150 characters will be cut off when PO is updated or submitted.)

Instructions/Directions/Comments

Shopping Cart Summary

Total Due: **\$0.00**

Gross Weight: **54 lbs**

Available Credit Limit: **\$0.00**

Total Line Items: **1**

Total Cube Size: **0 Cu. Ft.**

Shopping Cart

| Order Qty | Item No. | Description | Quantity | UOM | Gross Weight | Unit Price | Packaging Type | Pack Size | Handling Requirements | VAB | Special | Nutritional Information | Feature Type |
|------------------------|--------------|----------------------------------|----------|------|--------------|------------|----------------|-----------|-----------------------|------|---------|-------------------------|--------------|
| 3 Available Qts. [291] | BACKPACKBLUE | Back Pack Boxes (8 bags per box) | 3 | CASE | 54 | 0.00 | Box | 8 bags | | 0.00 | | Not Yet Ranked | |

Buttons: Print, Clear Cart, Continue Shopping, **Update Cart** (circled with an arrow), Submit Order.

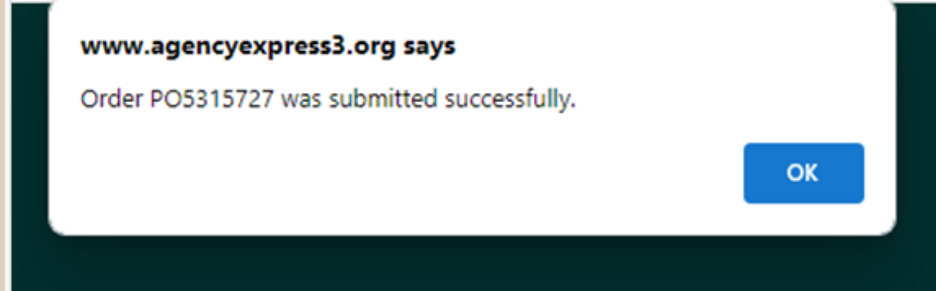
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Submit Cart

If everything is accurate, click the 'submit cart' button in the lower right hand corner.

CONFIRMATION

CLICK 'OK'. THE SHOPPER WILL RECEIVE A CONFIRMATION EMAIL WITHIN 15-20 MINUTES OF THE ORDER BEING SUBMITTED. DOUBLE CHECK THE ATTACHED ORDER CONFIRMATION ONCE YOU HAVE RECEIVED IT.



IT IS YOUR RESPONSIBILITY TO WAIT 20 MINUTES AFTER PLACING YOUR ORDER TO CHECK THAT THE STATUS IS 'ACKNOWLEDGED' THROUGH AGENCY EXPRESS ORDER HISTORY.










STATUS DESCRIPTIONS

HERE IS A GUIDE TO THE ORDER STATUS DESCRIPTIONS YOU WILL FIND.

| | |
|--------------------------|--|
| Draft Order | Your order has been placed, but not submitted to the Food Bank. |
| New Order | You have successfully created a new order. |
| Sent to Food Bank | Your order has been sent to the Food Bank. No changes may be made under this status. |
| Acknowledged | Your order has been received by our system. |
| Released | Your order has been completely processed and can no longer be changed. |
| Editing | You have started making edits to your cart but did not resubmit the cart. IF no changes were made, click 'cancel edit' and the order will be restored to 'acknowledged'. |
| Cancelled | Your order has been cancelled. |
| Rejected | Your order has been rejected by the Food Bank. The Food Bank will contact you. |
| Invoiced | Your order has been delivered or picked up. This is the final status that an order will appear under. |

ICON LEGEND

IDENTIFY WHAT EACH BUTTON DOES TO HELP UNDERSTAND THE SYSTEM BETTER.

| | | | |
|--|---|---|--|
|  Submit Cart | Final submission. |  Print | Displays and prints the current list of items. |
|  Add to Cart | Add items selected to cart. |  Clear Cart | Clears all items that have been added to the cart. |
|  Check Out | Similar to clicking on the cart with the red number next to it. |  Continue Shopp | Redirects to the 'shopping list' page. |
|  | Cancel Order |  Update Cart | Refreshes the page. |
|  | Edit Order | | |

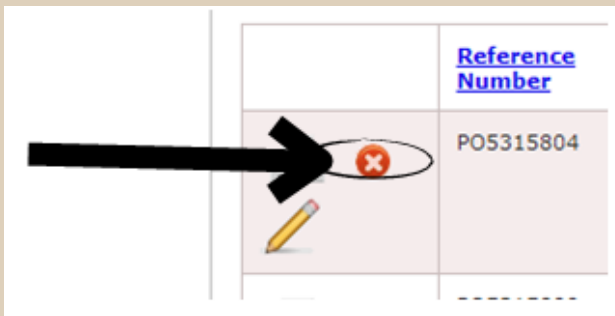
EDIT/CANCEL AN ORDER

Edit

If there is a mistake on the order and an adjustment needs to be made, it may be done so approximately 15-20 minutes after the initial order was submitted.

| | Reference Number | Created By | Status | Gross Weight | Total Price | Pickup/Delivery Date | Admin Edited | Modified Date |
|---|------------------|------------------|--------------|--------------|-------------|----------------------|--------------|---------------|
|  | PO5315804 | Rachel Sandhorst | Acknowledged | 18.00 | \$0.00 | 05/22/2024 | | 05/15/2024 |

Click the pencil icon to edit your order. This will reopen your cart and allow you to add items and adjust quantities as needed. Remember to 'add to cart' and 'submit order' before exiting the page.



Cancel Order Number:PO5315804

Please choose a cancel reason code below and click submit.

Cancel Order Number:PO5315804

Please choose a cancel reason code below and click submit.

Cancelled by Agency
Rejected By Foodbank
Rejected due to Credit problem- Please Call Us!
Rejected due to incomplete survey.
Scheduled Shipment Date Conflict

Cancel

- Click the delete icon to cancel your order. *You do not have to wait 15- 20 minutes to do this.*
- Hover over 'Cancelled by Agency'
- Choose a cancel reason from the drop-down list.
- Click 'submit'.

REPORTS AND SURVEYS

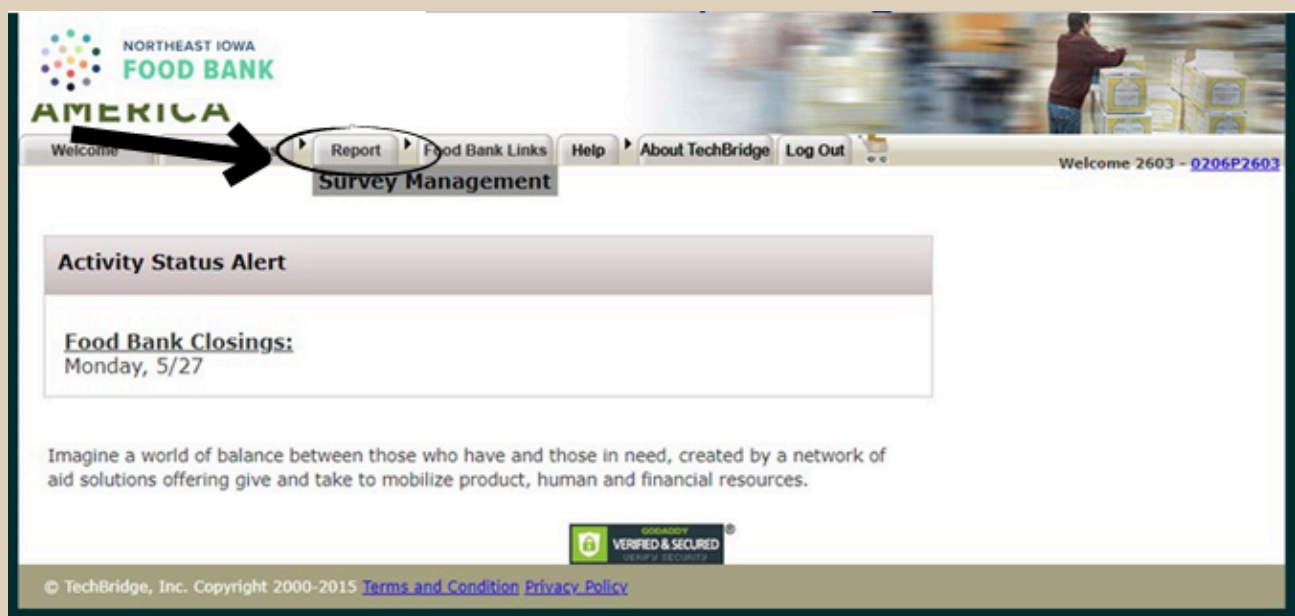
All agencies are required to submit monthly statistics to the Northeast Iowa Food Bank. To submit these, the Agency Express Survey Management will be utilized. These must be entered NO LATER THAN THE 6th BUSINESS DAY OF THE MONTH.

If the school did not distribute, the survey must still be completed indicating that no bags were distributed. If you miss a report, your account will be automatically suspended until you submit the report. You MUST allow 15-20 minutes for the system to recognize your submission and unsuspend your account.



STEP 1: REPORTS/SURVEYS

Return to the homepage. Hover over 'Report' and click 'Survey Management'



REPORTS AND SURVEYS CONT.

STEP 2: LOCATE CORRECT SURVEY

NORTHEAST IOWA FOOD BANK AMERICA

Welcome | Order Options | **Report** | Food Bank Links | Help | About TechBridge | Log Out | Welcome 2603 - 0206P2603

Search

Start Date: 2/15/24 End Date: Expiration Date: Title: CERES SurveyID: Required: -Select All-

Search Clear

My Surveys

| | Ref # | Title | Start Date | End Date | Status | Expiration Date | CERES SurveyID | Required |
|------------------------|-------|--------------------|-------------|-------------|--------|-----------------|--------------------------|----------|
| Submit | 5001 | BACKPACK QUESTIONS | May 1, 2024 | Jun 1, 2024 | Active | Dec 31, 2049 | 0206~00 BPACK 2024-05-01 | True |

My responses

| | Ref # | Title | Start Date | End Date | My Response # | Submitted to Ceres |
|-------------------------------------|-------|--------------------|----------------------|----------------------|---------------|--------------------|
| View Your Responses | 4943 | BACKPACK QUESTIONS | 4/1/2024 12:00:00 AM | 5/1/2024 12:00:00 AM | 1 | Successful |
| View Your Responses | 4894 | BACKPACK QUESTIONS | 3/1/2024 12:00:00 AM | 4/1/2024 12:00:00 AM | 1 | Successful |

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Select the 'start date' and click backspace to delete the current date. Click 'search'.

The 'start date' is the month of the report you will submit. This example has May as it's start date. May's statistics will be recorded on this report.

My Surveys

| | Ref # | Title | Start Date | End Date | Status | Expiration Date | CERES SurveyID | Required |
|------------------------|-------|--------------------|-------------|-------------|--------|-----------------|--------------------------|----------|
| Submit | 5001 | BACKPACK QUESTIONS | May 1, 2024 | Jun 1, 2024 | Active | Dec 31, 2049 | 0206~00 BPACK 2024-05-01 | True |

My Surveys

| | Ref # | Title | Start Date | End Date | Status | Expiration Date | CERES SurveyID | Required |
|------------------------|-------|--------------------|-------------|-------------|--------|-----------------|--------------------------|----------|
| Submit | 5001 | BACKPACK QUESTIONS | May 1, 2024 | Jun 1, 2024 | Active | Dec 31, 2049 | 0206~00 BPACK 2024-05-01 | True |

Click 'submit' to open the report and record statistics.

REPORT AND SUBMIT

BACKPACK QUESTIONS

BACKPACK

Number of students that received at least one backpack bag during the month *

Total Number of backpack bags given out during the month *

Number of volunteers *

Total number of volunteer hours *

Submit

SECURITY VERIFIED & SECURED

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Once complete, click submit. Once you have submitted your survey, it will show a chart of all previous or upcoming surveys you have or will take. It is recommended that you review the 'submitted to ceres' column to ensure your report has been successfully submitted.



| My responses | | | | | | |
|-------------------------------------|-------|-------------------|-----------------------|-----------------------|---------------|--------------------|
| | Ref # | Title | Start Date | End Date | My Response # | Submitted to Ceres |
| View Your Responses | 4235 | PANTRY STATISTICS | 1/1/2023 12:00:00 AM | 2/1/2023 12:00:00 AM | 1 | Successful |
| View Your Responses | 4195 | PANTRY STATISTICS | 12/1/2022 12:00:00 AM | 1/1/2023 12:00:00 AM | 1 | Successful |
| View Your Responses | 4166 | PANTRY STATISTICS | 11/1/2022 12:00:00 AM | 12/1/2022 12:00:00 AM | 1 | Successful |
| View Your Responses | 4147 | PANTRY STATISTICS | 10/1/2022 12:00:00 AM | 11/1/2022 12:00:00 AM | 1 | Successful |
| View Your Responses | 4142 | PANTRY STATISTICS | 9/1/2022 12:00:00 AM | 10/1/2022 12:00:00 AM | 1 | Successful |

NEIFB CONTACTS

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Contact us for more information on the SNAP benefits toolkit.
Need us at a back-to-school event? Schedule a time and date
for us to table at your school!