

CLIENT INFORMATION FORM

Social Worker's Name: _____ Tel: _____

Cell: _____

Social worker from: DCF _____

Village for Families and Children _____

Supervisor: _____

Client Name: _____

Address: _____
(Street) (Apt) (Floor)

_____ Tel. # _____
(City)

Cell: _____

Children (0-17)	Adults (18-59)	Seniors (60+)	Male	Female	Black	White	Hispanic	Asian or Pac. Isl.	Other

Special Information: Menu changes/additions, special dietary needs, infant items needed (formula, diapers, etc.)

Volunteer _____ Date Delivery Made: _____

Mail Address: _____ Tel: _____

PLEASE MAIL THE RECEIPT FOR ITEMS PURCHASED AT THE MARKET ALONG WITH THIS FORM TO:
 Dave Santis, Covenant to Care, 1477 Park St. 2A, Hartford, CT 06106

**NO REIMBURSEMENT CAN BE MADE WITHOUT ORIGINAL CASH REGISTER
 RECEIPT AND COMPLETED CLIENT FORM!!!!**

Exhibit C CRISIS FOOD SUPPORT PROGRAM MENU

Please use these amounts as a guideline. These are estimated amounts for a family of 1 adult and 3 children. Adjust amounts to the size of family-**items should be enough for most orders. Be flexible in substituting items from pantry (such as more canned meat if available and buying less fresh). Also add in “extras” such as coffee, cookies, cake mixes, and prepared items such as canned pasta, Hamburger Helper, etc. if they are in the pantry. Adding items from the pantry does not increase our food costs significantly and can help provide more food to the clients.

ITEMS OFTEN STOCKED IN PANTRY:

- __3-6 cans red kidney beans (season)
- __3 cans baked beans/pork and beans
- __3 large or 6 small cans soup
- __3 cans canned meat (beef stew, hash, etc)
- __2 large or 4 small cans tuna
- __1 large jar peanut butter
- __1 jar jam or jelly**
- __1 bottle ketchup**
- __1 bottle barbecue sauce**
- pantry)
- __1 jar mayonnaise-type dressing**
- __1 bottle vegetable oil (16-24 oz.)
- __2 pounds sugar**
- __2 boxes pudding mix or gelatin
- __2 large boxes cereal
- __1 box quick oatmeal/farina
- __1 large box crackers (saltines or Ritz-type)
- __2 pounds rice (5 pounds for Hispanic family)
- __3 pounds pasta (spaghetti, macaroni, etc.)
- __4 large cans tomatoes, or equivalent amount of sauce, puree, etc.
- __2 cans spaghetti sauce
- __6-8 cans of vegetables (green vegetable +com, peas, etc.)
- __4-6 large cans fruits (more if fresh fruit not available/affordable at market)
- __1 gallon Vitamin C enriched fruit drink (i.e. HI-C) or 1 gallon juice if available in the pantry (should contain Vitamin C)
- __1 pound nonfat dried milk (substitute canned milk if available in the pantry)

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ITEMS TO PURCHASE:

- __4 pounds fresh fruit (if in may include bananas, apples, oranges or other items if reasonable.)
- __1 pound carrots
- __1 pound onions
- __1 pound green peppers
- __10 pounds potatoes (or 5 lbs + or canned potatoes from
- __1 pound hot dogs
- __4 pounds ground beef
- __2 pounds chicken parts
- __2 dozen eggs**
- __2 pounds American Cheese /cheese food slices
- __2 gallons whole milk
- __1 pound margarine
- __4 large loaves white bread

PURCHASE THE FOLLOWING ITEMS ONLY AS REQUESTED BY THE SOCIAL WORKER:

- __soap, toothpaste, detergent
- __disposable diapers (usually a package of 24-30 is enough-check with social worker about size and baby’s gender)
- __formula (1 can powder-brand as specified by the social worker)
- __baby food-regular or junior according to age

- Please consider ethnic food preferences when taking information from social worker, i.e. does family avoid pork (eliminate pork and beans, etc.)
- Adapt list as needed if social worker asks for perishable items only (usually will need milk, meat, eggs, etc.)
- Average cost per delivery when pantry is well-stocked is approximately \$95 (without diapers or formula)
- House brands are usually fine and are often less expensive.