

DISTRIBUTING FOOD BY HOUSEHOLD SIZE



WHY DISTRIBUTE BY HOUSEHOLD SIZE?

Roughly half of pantry clients live in single-person households, and they don't need as much food as larger households. Distributing food by household size helps your program give people as much food as they need, and feed the most people.

You don't need to give out more food overall; you can distribute the same amount of food, and feed the most people.

HOW DO I DETERMINE HOUSEHOLD SIZE?

Use documents to
verify household
size

1

See document list
on back

OR

Just ask your
clients, and take
their word for it

2

Whatever you choose, nobody
should be turned away if they
don't share their household size.

HOW DO I PACK FOOD BY HOUSEHOLD SIZE?

If you use client choice, give larger households more
"points" to select more food.

If you use pre-packaged bags, give larger households
bags with more food, or more bags.



You can distribute food by exact household size, or create several "levels." For example, Level A = 1-2 people, Level B = 3-4 people, etc. Each level gets a certain number of points or bags of food.

Clients without a known household size can get a "standard" package size. Use the HPNAP packing guide to help you figure out the exact amount of food you distribute.

VERIFYING HOUSEHOLD SIZE INTAKE DOCUMENTS

1. TWO DOCUMENTS FROM PRIMARY CLIENT :

PHOTO ID

- Driver's license
- IDNYC
- Passport (domestic or foreign)
- EBT card
- School ID
- Birth certificate
- Other officially-issued ID card

AND

PROOF OF ADDRESS

- Rent stub or lease agreement
- Letter of residency
- An official document stating the client's address
- Postmarked letter
- School letter
- Referral from another agency or shelter
- Any official third-party document with address

2. ONE DOCUMENT FOR EACH OTHER HOUSEHOLD MEMBER:

CHILD OR DEPENDENT

- Birth certificate
- Medicaid card
- School letter
- Doctor letter
- Medical co-payment records
- Other official third-party document that links a parent and a child

OR

OTHER CO-RESIDENT

- Any of the "Proof of address" documents listed above that show the same address as primary client



All documents other than IDs should be from the last 6 months, and agencies should ask clients to re-certify their household every year.

Always use your judgement and flexibility so that clients feel trusted and respected.

No one should ever be denied food, even without documentation.

