

GA DHS GNAP Eligibility & Intake Form Instructions

Thank you for participating in the GNAP program. As we get ready to start distributing GNAP on March 1st, 2025, there are requirements of the program made by Georgia DHS (Department of Human Services) that we want to communicate to you.

First, Georgia DHS is requiring that all GNAP Partner Agencies utilize the 2025 GNAP Eligibility Form to collect the required information that will determine a neighbor's eligibility to participate in the GNAP program. Eligibility forms and intake instructions can be found on the Partner Resources page at <https://www.acfb.org/partner-resources/>

GNAP Partner agencies are required to maintain one form on file for each eligible family participating in the GNAP program and receiving GNAP products.

All information provided on the form will be **self-declared** by individuals receiving food. Partner agencies **DO NOT NEED** to confirm proof of eligibility from individuals and/or families.

Georgia DHS has the following requirements to determine who is eligible to receive GNAP food as part of the pantry distribution.

To be eligible, a household must have children that reside in the household and must, at minimum, provide the required information on lines 1,4,5,6,7.

Eligibility is determined on lines 6 or 7.

To qualify for GNAP on line 6, households with children must **self-declare** that they meet **ONE** of these criteria and check the corresponding box on line 6.

- **TANF participating family** (TANF now includes both TANF cash assistance and TANF transitional programs - individuals will check the TANF box on line 6 of the form)
- Enrolled in one of the other **at-risk qualifying programs**. The list of allowable at-risk qualifiers is now limited to:
 - SNAP/Food Stamps
 - Current recipient of SSI
 - Current recipient of Medicaid

If the family does not qualify using the criteria on line 6, they can use the information on line 7 to qualify for eligibility.

- **Household income below 200% of the federal poverty line.**

- After the applicant self-declares their income on line 7, eligibility can be determined by the partner using the chart at the bottom of the form.

Partners can still utilize a **"signature-only"** process for repeat visits by the same eligible household over the designated 4-month period. **(Individuals are not required to fill out a new form for each visit.)** Individuals can sign and date the back of the original form each time they receive GNAP food over the 4-month period.

There is no change in requirements for partners providing food directly to children – backpacks programs, meals, etc.

eHarvest reporting:

GNAP Report Monthly report for total families served with GNAP foods.

(Service statistics must be reported by the 9th of the following month)

Service Statistics 2 categories for eligibility that need to be reported.

- TANF (this includes both TANF cash and TANF transitional).
- At-risk (this includes all other qualifiers - SNAP, Medicaid, SSI, and income below 200% of FPL)

The total number of households served by each category are submitted to the state monthly. Accurate reporting is very important to maintain funding. Please be sure to accurately record the number of households in the correct fields.

GNAP On Hand Report

The GNAP On Hand report is the total number of lbs. of GNAP foods that did not get distributed by the end of the month.

(GNAP On Hand must be reported by the 9th of the following month)

Please note that the GNAP On Hand report must be completed each month of the 4-month GNAP distribution period. If you do not have any remaining GNAP food on hand at the end of the month you must report zero on hand.

Failure to report GNAP On Hand monthly including zero on hand will result in removal of participation in the GNAP program.

Compliance Specialist Contact List

If you have any questions about the GNAP Program, please contact your Compliance Specialist for more information.

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Thanks for all that you do to serve our neighbors!