ATLANTA COMMUNITY FOOD BANK
End hunger. Grow stronger.

Welcome to GNAP Training

In Person Training:

Please type the following information into the meeting chat.

Agency Code

Agency Name

Your Name

ACFB
PARTNER AGENCY
GNAP TRAINING

"If We Can
Conquer Space,
We Can Conquer
CHILDHOOD
HUNGER."
- Buzz Aldrin
#WETHECOMMUNITY

- This training will last approximately 1 hour.
- 45 min presentation
- 15 min Q&A/Test
- Please keep microphone on mute during the presentation (virtual).
- Please hold all questions until the end(in person)or type them into the chat(virtual)

Learning Objectives:

1. Explain the GNAP program.
2. What is the Food Bank's role in GNAP.
3. What is the Partner Agency's role in GNAP.
4. Review.

Georgia Nutrition Assistance Program (GNAP)

What is the Georgia Nutrition Assistance Program (GNAP)?

- Georgia General Assembly and Department of Human Services (DHS) offer grant funding to Georgia food banks to provide food assistance to eligible families with children.
- This funding utilizes federal TANF (Temporary Assistance For Needy Families) dollars and as such is subject to those program provisions.
- The purpose of the program is to purchase and distribute nutritious foods to Georgia families with children that participate in TANF or are AT RISK of TANF eligibility.
- This service assists families during periods of financial crisis and transition out of crisis to maintain their households and keeps families intact.

Program Guidelines

- GNAP foods can only be distributed to families with children in the household.
- GNAP eligibility must be determined using the eligibility form provided by Ga DHS.
- GNAP food can only be distributed to our neighbors during an annual 4-month distribution window.
- This year that window will be March 2026 to June 2026
- All GNAP product must be ordered and distributed out of Food Bank and partner agency inventories between March 1st – June 30th.

ACFB’s Role In GNAP

ACFB Role in GNAP

- Purchase and distribute nutritious foods to provide continuing support to eligible families with children.
- Works with partner agencies to distribute GNAP food to eligible families with children
- Ensure distribution of GNAP food happens within the 4-month distribution period. No food purchased with GNAP funds may be distributed to households outside the four-month period.
- At the end of the 4-month distribution period, the Food Bank will verify that all GNAP food inventory has been fully distributed to households within the 4-month distribution period.

Examples of Food that might be Available

- Canned Tuna & Chicken
- Pop-Top Canned Meals (Ravioli, Lasagna, Spaghetti, etc..)
- Canned Fruit
- Beef, Chicken, and Turkey Chubs
- Rice (Brown, White, Yellow)
- Dry Beans (Black Lentils, Pinto, & Navy)
- Canned Vegetables (Corn, Green Beans, Peas, Mustard Greens)

This is not a shopping list. Items are not guaranteed to be stock.

Partner Agency Role In GNAP

Which Agencies Are Eligible?

Only Partner Agencies that servefamilies with children may participate in the GNAP program. These include:

- Food Pantries
- Childcare Centers
- After-School Programs
- Family Shelters
- Schools

Partner Agencies that do not serve families with children will not be able to participate in the GNAP program. Partner Agencies must also sign an MOU regarding the GNAP guidelines

Partner Agency Role

Identify

- Identify Families Eligible to receive GNAP food.
- Low-income families with children under age 18, and children age 18 and attending school full-time.
- Complete the GNAP eligibility form for all eligible families

Distribute

- **Store & Distribute all GNAP food to eligible families within the 4-month distribution period.**

Report

- Report monthly on the number of families served, their eligibility category and the remaining GNAP food in inventory.

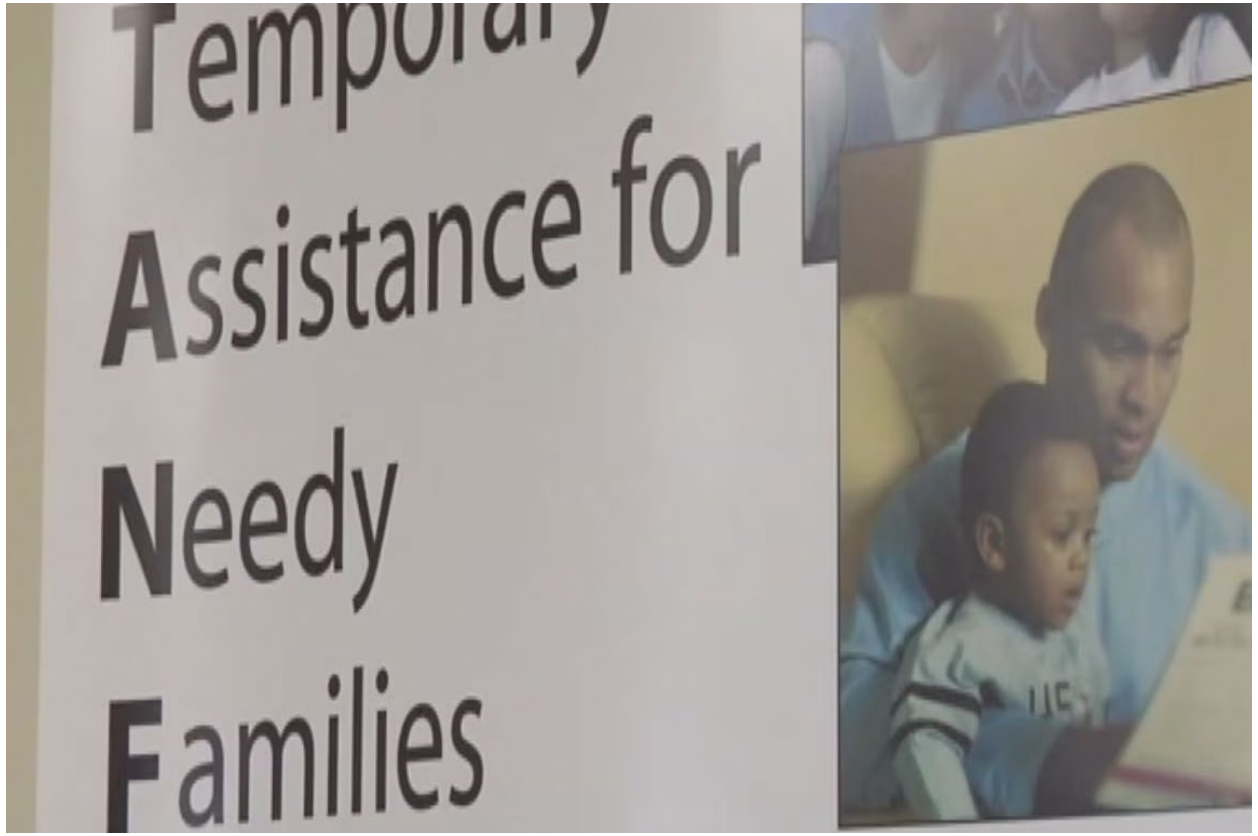
Partner Agency Role: Identify Eligible Families

- Eligibility Guidelines
- TANF Eligible Families
- At Risk Eligible Families
- Gnap Eligibility Form
- Federal poverty level 200% income chart

Which Families Are Eligible At Food Pantries?

- **Only households with minor children living in the home can receive GNAP.**
  - **A minor is considered a child under age 18, and children age 18 and attending school full-time.**
- **A family must fall into one of the following categories to qualify for GNAP:**
  - **Families currently enrolled in TANF**
  - **Families defined as AT RISK who are currently enrolled in SNAP/Food Stamps, current recipient of SSI, current recipient of Medicaid, or Family income falls below 200% of the Federal Poverty Line(FPL)**
- **Neighbors will self-declare their eligibility by either**
  - **A) affirming they currently receive TANF cash assistance,**
  - **B) affirming they meet one of the At-Risk conditions**
  - **C) no verification by pantry staff is necessary**
- **Adults without children <u>cannot</u> receive GNAP foods.**

How To Identify TANF Enrolled Families



Families who participate in the Temporary Assistance for Needy Families (TANF) Program receive monthly cash assistance from the government.

To help a family know if they are enrolled in TANF you can ask if they have received one of the following:

- **TANF EBT card**
- **TANF eligibility letter from DFCS**

Because of the small number of families participating in TANF, very few of your GNAP families will qualify for GNAP as TANF recipients.

The vast majority of families you serve will be in the “At-Risk” category.

This should be reflected in the records and reports you compile and submit to the Food Bank

- **Georgia DHS identifies At-Risk families as having household income below 200% of the federal poverty line.**
- **You can identify these families by asking them if they meet at least one of the At-Risk qualifying conditions.**

How to Identify At Risk Families:

- They are a current SNAP/Food Stamp recipient.
- Current recipient of SSI,
- Current recipient of Medicaid,
- Family income falls below 200% of the Federal Poverty Line(FPL)

GNAP Eligibility Form

- All GNAP eligible families must have a completed eligibility form on file at the partner agency.
- GNAP eligibility forms must be maintained on file for at least 3 years. (Current year and 3 previous years)
- Agency must track and be able to show each time GNAP foods are distributed to individual eligible families.

  (Date of each distribution & lbs distributed.

GNAP Eligibility Form

Brian P. Kemp
Governor

Candice L. Broce
Commissioner

Georgia Department of Human Services
Aging Services | Child Support Services | Family & Children Services

Eligibility Questionnaire for Food Banks

Our agency has a contract with the Georgia Department of Human Services (DHS) to receive supplemental funds. These funds, based on the number of people served, will help to supplement the cost of operating this program. The program participants must meet certain eligibility requirements. Please take a moment to complete this questionnaire. We are required to have this document completed to receive the funds from DHS.

Completion of this form will have no effect on the services provided.

Applicant's Information

Name: _____ Phone: _____

County of Residence: _____ Email: _____

How many people live with you at this address? _____

What is the total monthly household income? (Total household income means parents, guardians, caregivers, and children's income) $_____

Are you currently receiving: SNAP _____ TANF _____ Medicaid _____ SSI _____ (Check all that apply)

Name of person completing this form for the applicant: _____

Contact information of the person completing this form for the applicant:

_____

Date of completion: _____

By completing this form, I attest that I, and all members of my household who are required to do so, meet the eligibility requirements for the GNAP program, including: Children in the household, qualifying household income level, participation in qualifying programs, and legal residency status. I hereby attest that this information is true, accurate, and complete to the best of my knowledge and I understand that any falsification, omission, or concealment of material fact may subject me to administrative, civil, or criminal liability.

47 Trinity Ave S.W., Atlanta, GA 30334 | dhs.ga.gov

Federal poverty level 200% income chart

2026	200%	Federal Poverty Income Level
Family Size	Monthly	Yearly
1. Member		
2. Members		
3. Members		
4. Members		
5. Members		
6. Members		
7. Members		
8. Members		

Partner Agency Role: Store & Distribute GNAP Foods

- GNAP Foods Storage Requirements
- GNAP Foods Distribution Requirements

GNAP Foods Storage Requirements

- GNAP foods must be labeled as GNAP and stored separately form non GNAP foods.
- GNAP foods cannot be mixed in with other food.
- GNAP foods can only be in storage for the 4 month annual distribution window.

GNAP Distribution Requirements

- GNAP participating agencies must have a process in place to ensure that GNAP foods are only distributed to GNAP Eligible Families.
- Client Choice Pantries must label all GNAP foods when displayed for clients to choose.
- All GNAP foods must be distributed by the end of the four-month annual GNAP distribution period.

All GNAP product must be stored separately and labeled GNAP.

Partner Agency Role: Record Keeping and Reporting

- GNAP Record Keeping Requirements
- GNAP reporting Requirements

  Monthy GNAP Service Report

  Monthly GNAP On Hand Report

GNAP Record Keeping

- All GNAP eligible families must have a completed eligibility form on file at the partner agency.
- GNAP eligibility forms must be maintained on file for at least 3 years. (Current year and 3 previous years)
- Agency must track and be able to show each time GNAP foods are distributed to individual eligible families.

  (Date of each distribution & lbs distributed).

GNAP Reporting Requirements

- All GNAP participating agencies must complete the previous months GNAP distribution and inventory numbers on GNAP Report and GNAP On Hand report every month by the 9th day of the month.
- Failure to complete reporting on time will result in eHarvest being locked for ordering until the reports are completed.
- Failure to complete reports on time for multiple months can lead to removal from the GNAP program.

What About Record Keeping for Food Pantries?

There are two separate reports on E-Harvest used to report GNAP food distribution:

1st Report: GNAP Households Report

- **Indicate the number of households receiving GNAP**
- **Capture how the household is eligible for GNAP (TANF, TANF Transitional, or At-risk)**
- **The total # 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.**

2nd Report: GNAP On Hand Report

- **Indicate the # of lbs. of GNAP food distributed that month and the # of lbs. of GNAP food still on hand on the last day of the month.**

Reports are due by the 9th day of each month (Ex. March report is due on April 9th)

Monthly GNAP REPORT

E-Harvest Reporting

Report Date: February 2015 **Agency Code:**

Agency Name:

Contact Info:

Pantry/Grocery Programs:

1. Number of TANF families 0
2. Number of Transitional TANF families 0
3. Number of at-risk families 0

Total: 0

On Premise/Congregate Feeding Programs:

1. Total number of meals served during GNAP foods as ingredients: 0

Submit

E-Harvest Reporting

GNAP Report - February 2023

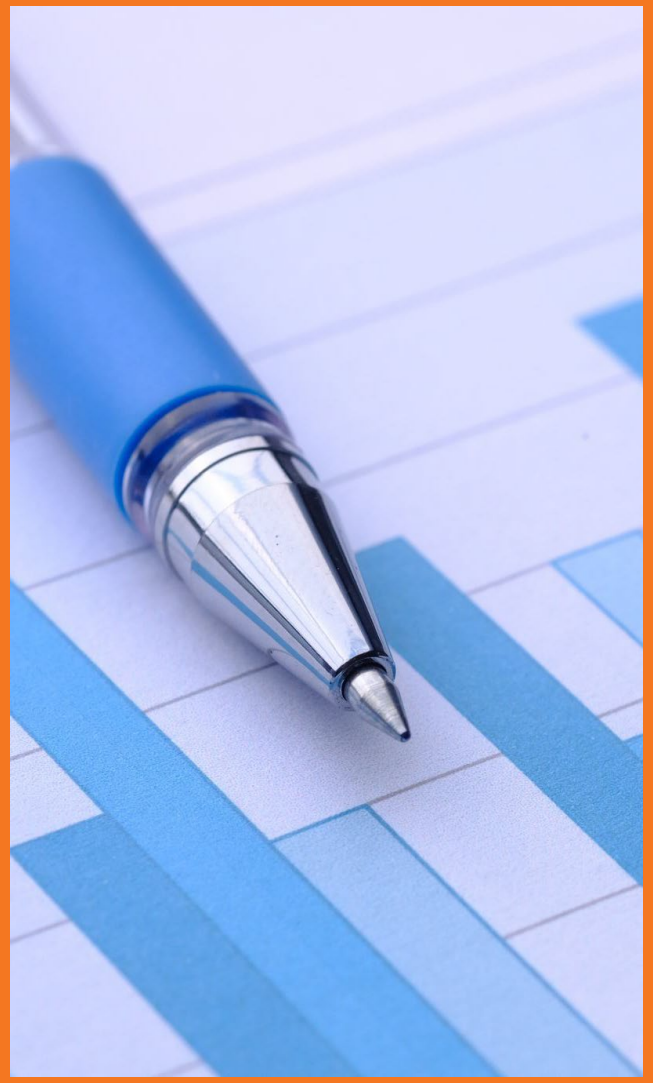
Submit Report Print

Activity	
Did you use GNAP product for distribution and/or meal preparation this month?	o Yes o No

Pantry/Grocery Programs:	
Number of TANF families	10
Number of Transitional TANF families	25
Number of at-risk families	150
Total:	185

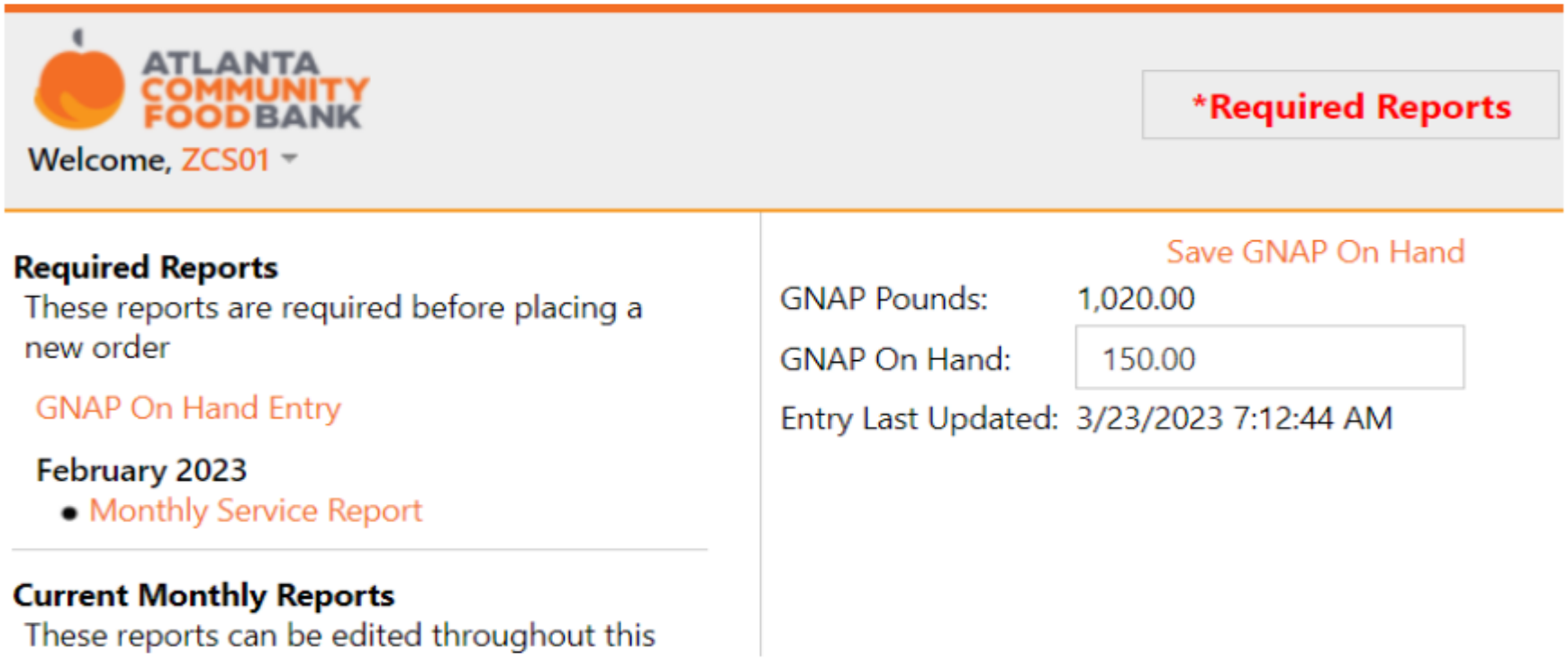
On Premise/Congregate Feeding Programs:	
Total number of meals served using GNAP foods as ingredients:	

GNAP ON HAND REPORT



Monthly On Hand Report

- Month: February Year: 2023



On Premise Meals and GNAP

Who Is Eligible for On Premise Meals with GNAP Ingredients?

01

Children under age 18, and children age 18 and attending school full-time.

02

Children receiving prepared meals are considered eligible and do not require any specific form or application.

03

On premise meal programs that do not serve children will not be able to receive GNAP foods.

What About Record Keeping for On Premise GNAP Meals?

A MEAL IS CONSIDERED A GNAP MEAL IF YOU UTILIZE ANY GNAP INGREDIENT(S).

BE ABLE TO PROVIDE VERIFIABLE DATA (PHYSICAL PAPERWORK) REGARDING THE NUMBER OF MEALS USING GNAP FOOD AS INGREDIENTS.

REPORTS ARE DUE BY THE 9TH DAY OF EACH MONTH (MARCH'S REPORT IS DUE ON APRIL 9TH)

SEE SAMPLE MENU NEXT SLIDE

Meal Count Calendar

- Month: August Year: 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B L D S	B L D S	B L Breakfast 21 (G) D Snack 23 (G) S	B L Breakfast 22 (G) D Snack 25 (G) S	B L Breakfast 24 (G) D Snack 25 (G) S	B L Breakfast 21 D Snack 23 (G) S	B L D S
B L D S	B L Breakfast 22 D Snack 23 (G) S	B L Breakfast 20 (G) D Snack 25 (G) S	B L Breakfast 20(G) D Snack 25(G) S	B L Breakfast 22 (G) D Snack 21 (G) S	B L Breakfast 24 D Snack 22(G) S	B L D S
B L D S	B L Breakfast 21 (G) D Snack 24 (G) S	B L Breakfast 23 D Snack 22(G) S	B L Breakfast 23 D Snack 25(G) S	B L Breakfast 24 (G) D Snack 25(G) S	B L Breakfast 20 D Snack 25 (G) S	B L D S
B L D S	B L Breakfast 25 D Snack 25 (G) S	B L Breakfast 23 D Snack 25 (G) S	B L Breakfast 20 D Snack 21 (G) S	B L Breakfast 24 D Snack 24 (G) S	B L Breakfast 21 (G) D Snack 25 (G) S	B L D S
B L D S	B L Breakfast 0 D Snack 0 S	B L Breakfast 0 D Snack 0 S	B L Breakfast 24 D Snack 20 (G) S	B L Breakfast 22 (G) D Snack 25(G) S	B L D S	B L D S

Total Indiv: 25 **Total Brkfst:** 466 ~ **Total Snack:** 498 ~ **Total Meals:** 964 ~ **Total GNAP Meals:** 715

E-Harvest Reporting

GNAP Report - March 2023

Submit Report Print

Activity	
Did you use GNAP product for distribution and/or meal preparation this month?	o Yes o No

Pantry/Grocery Programs:	
Number of TANF families	
Number of Transitional TANF families	
Number of at-risk families	
Total:	

On Premise/Congregate Feeding Programs:	
Total number of meals served using GNAP foods as ingredients:	

Backpack Distributions and GNAP

Who Is Eligible for Backpack distributions with GNAP Ingredients?

Only children under age 18, and children age 18 and attending school full-time.

Schools that are classified as Title 1 automatically qualify for Backpack meals.

What About Record Keeping for Backpack GNAP Meals?

A BACKPACK PROGRAM UTILIZING GNAP INGREDIENT(S) MUST ADHERE TO THE FOLLOWING:

PROVIDE VERIFIABLE DATA (PHYSICAL PAPERWORK) REGARDING THE NUMBER OF BACKPACKS USING GNAP FOOD AS INGREDIENTS.

REPORTS ARE DUE BY THE 9TH DAY OF EACH MONTH (MARCH'S REPORT IS DUE ON APRIL 9TH)

This Photo by Unknown Author is licensed under CC BY-SA

- Backpack Agencies

Meal Count Calendar

Month AUGUST Year: 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B L D S	B L D S	B L D S	B L D S	B L D S	B L D S G 7 50 Backpacks (BrownBags)	B L D S
B L D S	B L D S	B L D S	B L D S	B L D S	B L D S G 14 50 Backpacks (BrownBags)	B L D S
B L D S	B L D S	B L D S	B L D S	B L D S	B L D S G 21 30 Backpacks (BrownBags)	B L D S
B L D S	B L D S	B L D S	B L D S	B L D S	B L D S 28 50 Backpacks (BrownBags)	B L D S
B L D S	B L D S	B L D S	B L D S	B L D S	B L D S	B L D S

Total Individuals: 180 BrownBags: 180 **GNAP Meals:** 130

E-Harvest Reporting

GNAP Report - March 2023

Submit Report Print

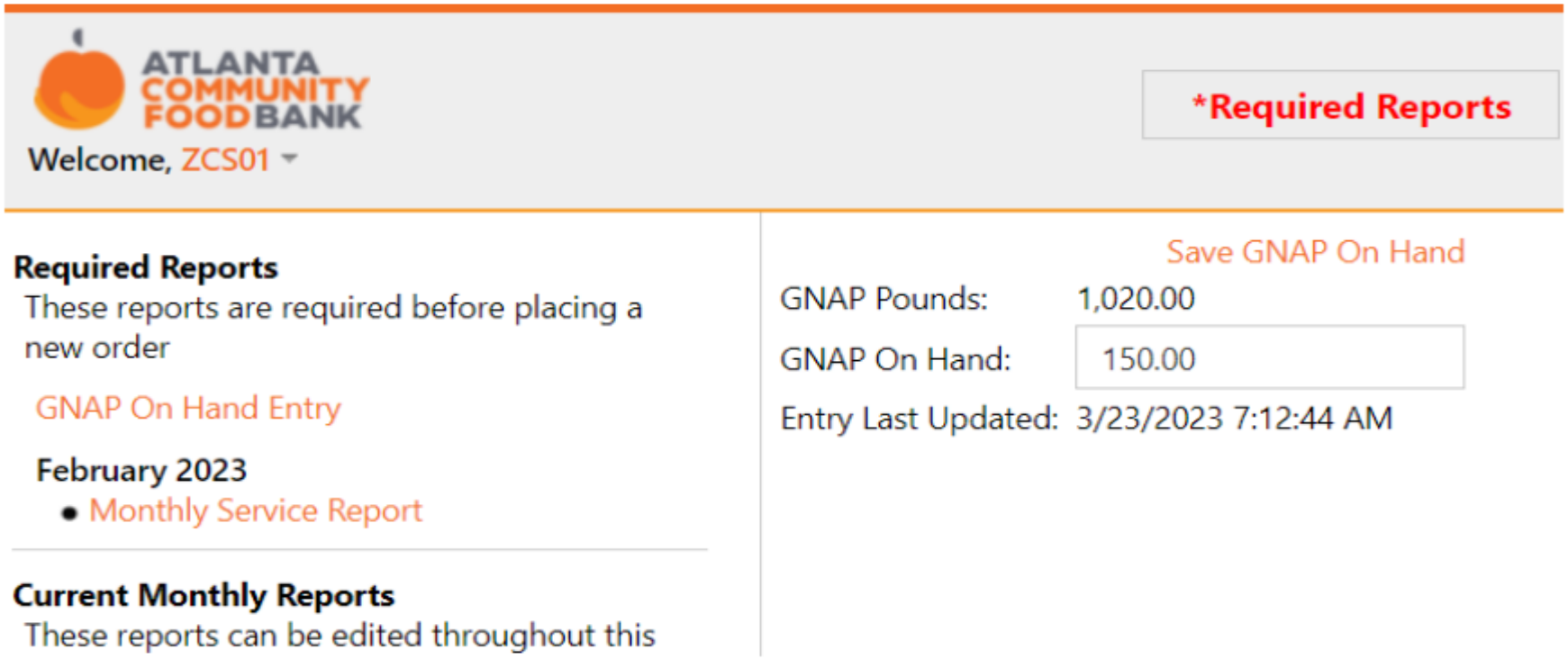
Activity	
Did you use GNAP product for distribution and/or meal preparation this month?	o Yes o No

Pantry/Grocery Programs:	
Number of TANF families	
Number of Transitional TANF families	
Number of at-risk families	
Total:	

On Premise/Congregate Feeding Programs:	
Total number of meals served using GNAP foods as ingredients:	

Monthly On Hand Report

- Month: February Year: 2023



Training Complete: Key Takeaways:

GNAP is a program for agencies that serve children…

All GNAP Food must be distributed within the 4-month ACFB GNAP distribution period to eligible families with children.

A family must fall into one of two categories to quality for GNAP: TANF Recipient, or At-Risk.

Accurate distribution and Inventory numbers must be reported by the 9th each month.

All Partner agencies participating in GNAP must Sign an MOU regarding the program guidelines.