



**FOOD BANK**  
**OF NORTHEAST GEORGIA**

**2024 MEMBER CONFERENCE**



# Today's Topics

- 1. Food Safety and Civil Rights Trainings**
- 2. Food Programs and Regulations**
- 3. Monthly Statistics Reports**
- 4. Invoices, Statements, and Billing**
- 5. Getting Food**
- 6. Giving Food**



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# Food Programs and Regulations





The Food Bank offers two food programs for eligible Members: TEFAP and GNAP.

**TEFAP is a federally-funded program, whereas GNAP is a state-funded program.**



# TEFAP and USDA Foods

## What is TEFAP?

- **TEFAP is The Emergency Food Assistance Program, which provides USDA (United States Department of Agriculture) foods for eligible Members to access and distribute.**
- Only Members participating in TEFAP can see and order USDA foods, which are only available through online and mobile pantry orders.
- **Almost half of the foods the Food Bank stores and distributes each month is USDA.**
- **Mobile Pantries consist mostly of USDA foods.**
- **Members who access and distribute USDA foods, including Mobile Pantries, must be in compliance with **ALL** TEFAP regulations.**

# Examples of USDA foods

- **Canned vegetables:** corn, green beans, diced tomatoes, beans, potatoes, yams, collard greens, mixed vegetables
- **Canned fruit:** cocktail mix, pears, peaches, applesauce, mixed fruit
- **Canned meats:** salmon, ground beef, chicken, ground pork
- **Quick meals:** soups, pasta kits, mac and cheese,
- **Common ingredients:** flour, tomato sauce, rice, noodles, nuts, peanut butter, rolled oats, lentils, potato flakes, cooking oil
- **Chilled Dairy:** milk, cheese blocks, shredded cheese, butter
- **Chilled Produce:** Apples, carrots, cabbages, oranges, grapes, onions
- **Frozen Meats:** fish filets, chicken leg quarters, pork tenderloin, pulled pork, ground beef, shrimp, whole chickens
- **Frozen Produce:** blueberries, strawberries, peaches, carrots, corn



# TEFAP and USDA Foods

## Who is eligible to access TEFAP/USDA?

- **Members with emergency feeding programs. This applies to most organizations that offer a public food pantry.**
- **Public Food Pantries**
- **Mobile Pantry Distributions**
- **Community Kitchens or Soup Kitchens**
- **Emergency shelters with 3 days or less stay**
- **Kids backpack programs**

*These are organizations that meet emergency situations standards.*

# TEFAP and USDA Foods

## Who is NOT eligible to access TEFAP/USDA foods?

- Members who do not offer public food distributions
- Members who have requirements to be met before Neighbors can receive food (such as completing a program, listening to a solicitation, or proof of referral).
- Recovery and Rehabilitation Sites
- Summer Camps for children or child nutrition programs providing food service (besides backpack programs and school-based pantries)
- Charitable Institutions (such as retirement homes or hospitals)
- Nutrition Projects and programs for elderly (such as Meals on Wheels)
- Disaster Relief Programs.



# What are the requirements to distribute USDA?

1. Members must separate USDA foods from non-USDA foods in storage.
2. Members must ensure all Neighbors fully complete a [TEFAP Eligibility Form](#) before receiving food.
3. Members must organize and store completed TEFAP Eligibility Forms on-site for 5 years.
4. Members must complete additional questions on their monthly reports and ensure all statistics are reported by **NO LATER THAN the first day of each month.**
5. Members must display a [“And Justice For All”](#) flyer and (if the Member is a faith-based organization) a [Written Notice of Beneficiary Rights](#) at all USDA food distribution events.
6. Members must log USDA distributions using the [USDA Commodity Distribution Record](#).

See Appendix B for all TEFAP Documents

# The Emergency Food Assistance Program (TEFAP)

## Household Eligibility Criteria Form

Each section must be completed. You will need to review each form to make sure it is completed. A new form should be completed with each

All information shared is de-identified and will not affect citizenship or benefits.

Distribution Date \_\_\_\_\_

Distribution Site:

Name: \_\_\_\_\_

Number of people in household: \_\_\_\_\_

Address \_\_\_\_\_

County: \_\_\_\_\_

Phone Number \_\_\_\_\_

This table shows monthly and weekly income for each family size. If your household income is at or below the income listed for the number of people in your household, you are eligible to receive food.

Household size	Monthly income	Weekly income
1	\$1,580	\$365
2	\$2,137	\$493
3	\$2,694	\$622
4	\$3,250	\$750
5	\$3,807	\$879
6	\$4,364	\$1,007
7	\$4,921	\$1,136
8	\$5,478	\$1,264
Each add'l member	add \$557	add \$ 129

I certify that my gross household income is ***at or below the income*** listed for the number of people in my household on this form. I certify that I live in the area served by The Emergency Food Assistance Program. This certification form is being completed in connection with the receipt of federal assistance.

\_\_\_\_\_  
(Signature of Head of Household)

\_\_\_\_\_  
(Date)





## TEFAP Commodity Distribution Record

Member Reference Code N-890

Member Name Nonprofit, Inc. Distribution Date 5/22/2024

Distribution Site 1100 Somewhere Rd, Athens, Distribution Time 3:00pm-5:00pm  
 Address GA, 30606 Client Name Mobile Pantry Distribution Per Household  
(Please Print)

Commodity Type / Code	Commodity Name	Units per Household
C-28-90525	BROCCOLI CROWNS (16-20 per bag)	16-20
C-50-10024	USDA Apples	1 bag
N-50-10266	USDA CANNED PINTO BEANS LOW SODIUM	2 cans
N-50-10312	USDA CHILI W/ BEANS CCC	1 pouch
N-50-10007	USDA CORN, WHOLE KERNEL NO SALT	2 cans
N-50-10021	USDA DICED TOMATOES NO SALT CCC	2 cans
N-50-10277	USDA GARBANZO BEANS	2 can
C-50-10049	USDA GRAPEFRUIT	1 bag
N-50-10006	USDA GREEN BEANS	18-20
N-50-10303	USDA GREEN SPLIT PEAS	2 Bags
C-50-10029	USDA MILD CHEDDAR CHEESE, BLOCK CCC	2 Blocks
N-50-10308	USDA RAISINS	1 Pouch
N-50-10041	USDA RICE CCC	1 Pouch
N-50-10240	USDA SPAGHETTI	1 Box
N-50-10073	USDA TOMATO SAUCE LOW SODIUM CCC	2 Cans
N-50-10079	USDA WALNUT HALVES AND PIECES	1 Bag
N-50-10290	USDA WHOLE ALMONDS DRY ROASTED	1 Bag
F-50-90465	USDA WILD CAUGHT GULF SHRIMP	2 Bags

If you are hosting a large distribution in which each household receives the same items and quantity, you should list the “Client Name” as the type of distribution. If you are hosting a distribution in which households receive different types and quantities of USDA foods, you must complete a Commodity Distribution Record per Neighbor.

Members who distribute USDA should be prepared to show TEFAP Commodity Distribution Records during Audits and Monitoring Visits.

# GNAP

## What is GNAP?

- GNAP is the Georgia Nutrition Assistance Program intended to **ONLY** serve children under 18 or families with children.
- The state program is funded by TANF (Temporary Assistance for Needy Families) which also provides cash checks for families experiencing severe financial difficulties. *TANF is not to be confused with TEFAP.*
- GNAP funds are spent on foods chosen by the Food Bank, allowing participating Members to access a much wider array of foods, such as breakfast items, ready-to-eat meals, child-friendly packaging, and additional produce, meats, and groceries.

# GNAP

## What should you know about GNAP?

- **GNAP requires Members to remain in full compliance regarding every GNAP regulation to continue accessing it.**
  - This includes submitting statistics on time and separating and labeling GNAP foods.
- **The program periods for GNAP are determined annually by the Georgia State Government (anywhere between a quarter and a full year). Members are required to distribute all GNAP product they receive by the end of the GNAP period(s).**
- **GNAP requires a GNAP Eligibility form to be completed if food is not distributed directly to children.**



**Applicant's Personal Information:**

1. Name \_\_\_\_\_

2. Phone Number: \_\_\_\_\_  
Home Cell Work

3. E-mail address: \_\_\_\_\_

4. Mailing address: \_\_\_\_\_

\_\_\_\_\_

5. How many total people live with you in your home? \_\_\_\_\_ How many children? \_\_\_\_\_

6. Are you currently receiving (Check all that apply)  SNAP/Food Stamps  Medicaid  SSI  TANF  
 N/A

7. What is your total household income? (Include all income from parents, guardians, caregivers, and children living in your house)

\_\_\_\_\_

8. If different from the above, name of person completing this form for the applicant:

\_\_\_\_\_

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

\_\_\_\_\_

10. Date of completion: \_\_\_\_\_

Administrative Use: 200% of Federal Poverty Line 2023

Household Size	Year	Month	
1	\$29,160	\$2,430	*For family units over 8, add the amount shown for each additional member: Year: \$10,280 Month: \$857
2	\$39,440	\$3,287	
3	\$49,720	\$4,143	
4	\$60,000	\$5,000	
5	\$70,280	\$5,857	
6	\$80,560	\$6,713	
7	\$90,840	\$7,570	
8	\$101,120	\$8,427	

*(This GNAP form is an example from 2024)*

If you provide both USDA food AND GNAP food, the Neighbor must complete BOTH forms.

Review the form's questions when determining how many households also receive TANF financial assistance.

# GNAP

## Before Members can access GNAP, they must...

- **Be in compliance with all other Food Bank standards and regulations.**
  - Proper food storage and a history of reporting accurate statistics on-time are two important factors.
- **Review and complete the GNAP Training.**
  - Any other staff or volunteers managing food distributions with any amount of GNAP foods should also complete the GNAP training.
  - Changes to GNAP regulations and statistics questions are likely to occur each year and will be listed in the GNAP training.
- **Sign and submit a GNAP MOU as instructed by the Food Bank.**

# What are the requirements to distribute GNAP?

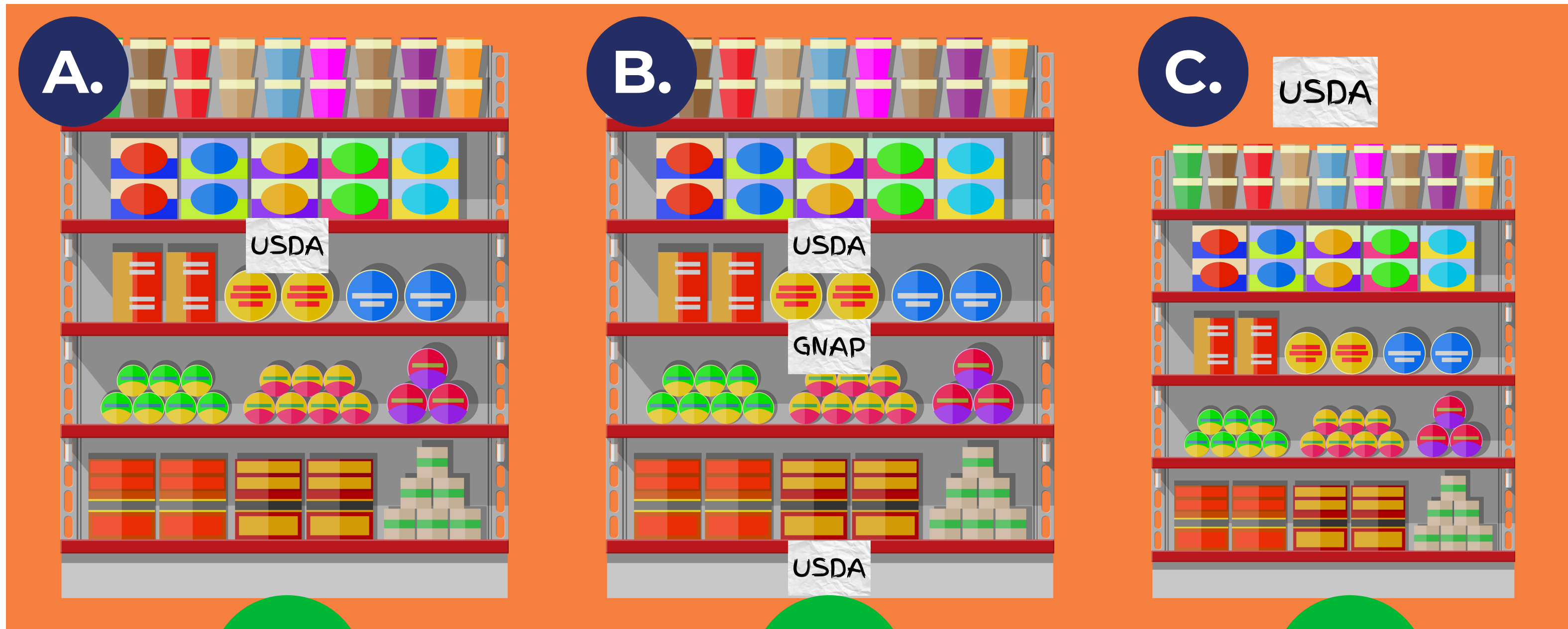
1. Members must remain in full compliance for all GNAP regulations during the entire GNAP period. This includes submitting monthly records.
2. Members must separate GNAP foods from non-GNAP foods in storage.
3. Members must ensure all Neighbors fully complete a GNAP Eligibility Form before receiving food. The Neighbors **MUST** have children to receive any amount of GNAP food.
4. Members must organize and store completed GNAP Eligibility Forms on-site for 5 years.
5. Members must complete additional statistics on their monthly reports and ensure all statistics are reported by **NO LATER THAN the first day of each month.** Statistics questions are apt to change each year.

# Program Foods and Storage Regulations

## Besides basic food storage requirements for USDA/GNAP foods...

- 1. You are not permitted to donate USDA/GNAP foods to Members who do not participate in the program(s). If you are not participating in TEFAP/GNAP, you are not permitted to accept USDA/GNAP foods.**
- 2. USDA and GNAP foods must be separated from other foods. All shelving (including refrigerator and freezer units) must be labeled matching the program.**
  - Not only do you need to be able to immediately know what is USDA, GNAP, and non-program food, but your other associates do too. Make sure your signage is consistent and easily understood.





A. A whole unit of USDA OR a single shelf of USDA.

B. Two shelves of USDA and one shelf of GNAP within a unit.

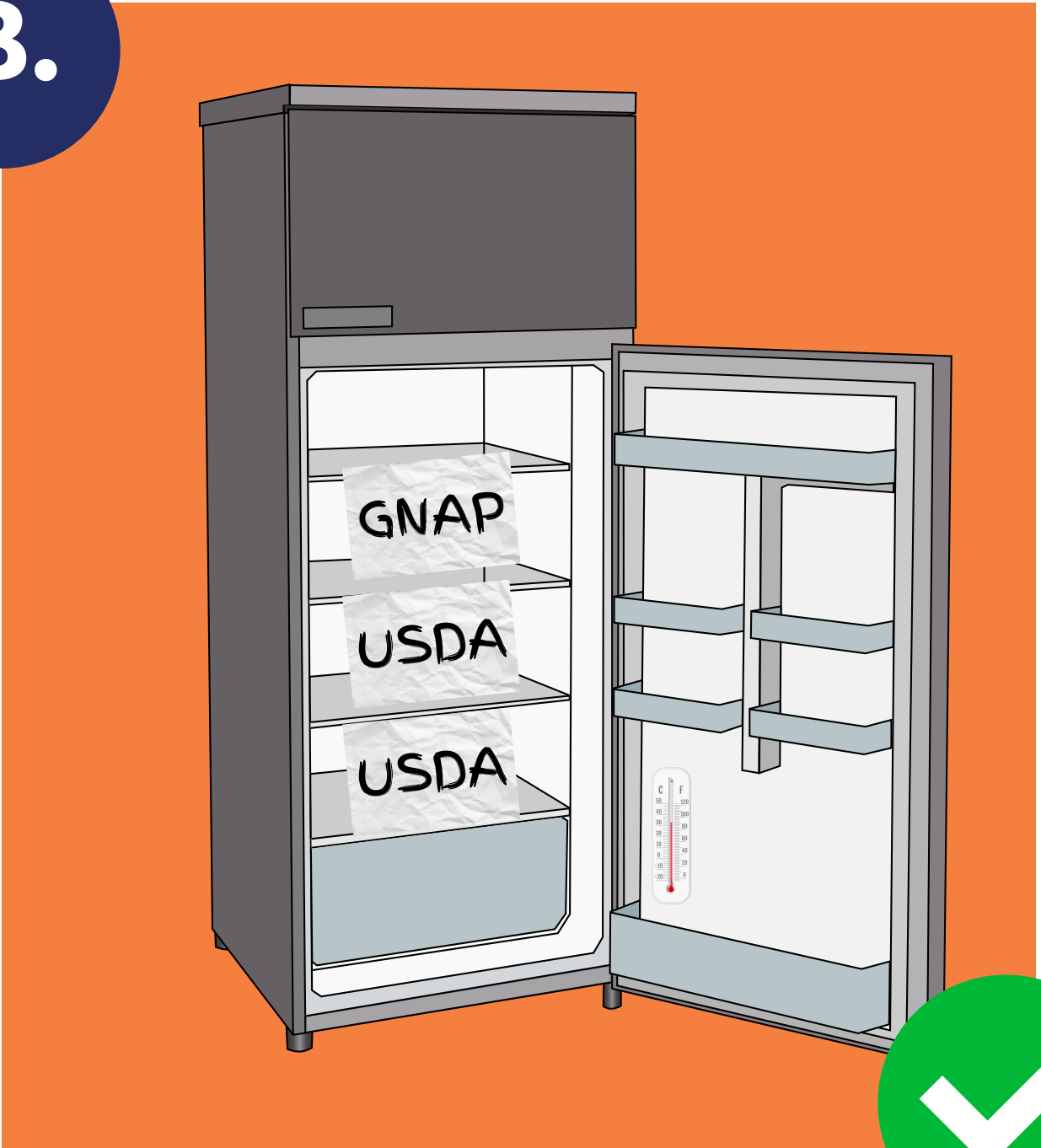
C. The whole unit contains only USDA.

A.



A. The whole unit contains USDA.

B.



B. Two shelves of USDA and one GNAP within the unit.

# Program Foods and On Premises Meals

**Those who prepare, cook, and serve meals for Neighbors (On Premises Meals) can use USDA and GNAP foods in their dishes. However, requirements still apply:**

- **All Members must record all meals prepared and served using ANY amount of USDA and/or GNAP foods in addition to meals in which none is used.**
- **GNAP foods should still only be used in meals for specifically children under 18 years of age and families with children under 18.**
- **All meals must be tracked either through a physical or digital log.**
  - We recommend using our [\*\*Meal Tracker Form\*\*](#), available on our Member webpage.

# Program Foods and On Premises Meals

## **REMEMBER:**

The room used for cooking and preparing meals must follow all regulations regarding storage for USDA and GNAP foods as well. This not only means separating and labeling program food, but it also requires that any fridge in the space used for holding food after it has been prepared must have its temperature recorded using a [Weekly Temperature Log](#) (available on our Member webpage).





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# Monthly Statistics Reports

**ALL Members must  
submit statistics  
EVERY month.**

Not only are your reports required by Feeding America and state and federal authorities, but they assist us in better serving our Neighbors.



**When are your  
statistics reports  
due?**

**When are your  
statistics reports  
due?**

**On the first day of each month!**



# REPORTING YOUR MONTHLY STATISTICS

## YOUR MONTHLY REPORTS ARE STILL DUE EVEN IF...

- **You host a distribution during the last few days of the previous month. In this case, you are permitted to submit your reports by NO LATER than the 6th day of each month.**
  - By the 7th, we finalize all statistics reports. It is *imperative* for you to be consistent and on-time with your monthly reports!
- **You did not host any distributions this month.**
  - You must still report 0 in all categories.
- **You are suspended.**
  - Whether or not you are permitted to distribute food, as determined by your Food Access Coordinator, you must still submit your monthly reports.

# REPORTING YOUR MONTHLY STATISTICS

## **What happens if reports are not submitted on time?**

- **Being overdue on your statistics reports means your organization is out of compliance.**
- **Your account will be automatically suspended until your statistics are submitted for the overdue month(s).**
- **Members with 2 or more overdue months may be placed under temporary monitoring.**
- **Members with multiple overdue months or have a history of submitting statistics late may be manually suspended.**

**Remember, suspension means you lose access to Member benefits until all compliance measurements are complete.**

**Suspended Members will not be able to access the Sharing Floor, online ordering, and may be prevented from Member Enabled Pickups and Mobile Pantry ordering!**

# REPORTING ACCURATE INFORMATION

**The information you submit is important and should be accurate.**

- **Know what information you need to record and to which question you report it.**
- **If you get stuck on a question and you're not sure what it's asking, always refer to the [Statistics Reporting Guide](#) on our Member webpage!**
- **Numbers must be entered under the "VALUES" section**
  - Numbers entered under the "COMMENT" section will not be recorded.
- **If you're not sure if your statistics are entered correctly, contact your Food Access Coordinator!**

# REPORTING ACCURATE INFORMATION

If you mess up or realize you misreported information...

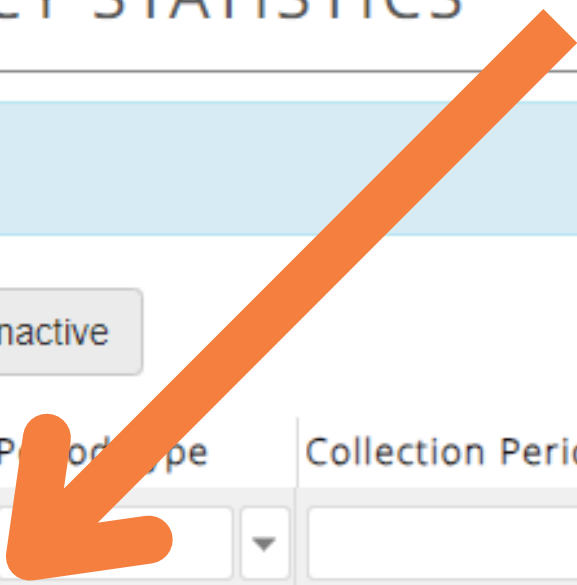
- Tell your Food Access Coordinator! We can fix your statistics with you.
- You can edit your statistics before the end of the day you submit them:

## AGENCY STATISTICS

\*\* Statistics can be edited throughout the day of the original submission date \*\*

Active Inactive

Export Data Add New Agency Statistics

	Period Type	Collection Period	Effective Date	Comment	Submitted On	Group
						
<a href="#">Edit</a>	Monthly	October 2024	10/31/2024	Submitted by Agency via Primarius Web Window at 10/0...	10/04/2024 02:31 PM	FP/OP GNAP/USDA
<a href="#">View</a>	Monthly	September 2024	9/30/2024	Submitted by Agency via Primarius Web Window at 09/2...	09/25/2024 03:56 PM	FP/OP GNAP/USDA



# YOUR STATISTICS QUESTIONS AND DEFINITIONS

## USDA/TEFAP Questions

- **USDA: Number of Households served through TEFAP with USDA (# of completed TEFAP forms).**
  - The total number of households which received any amount of USDA food through all types of distributions, recorded by the total number of completed TEFAP forms collected from all types of distributions involving USDA products, besides On-Premises Meals.
- **USDA: Number of people served through TEFAP with USDA.**
  - The sum of completed TEFAP form household sizes.

**The Emergency Food Assistance Program (TEFAP)  
Household Eligibility Criteria Form**

Distribution Date \_\_\_\_\_ Distribution Site: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number \_\_\_\_\_

**Number of people in household:** \_\_\_\_\_

County: \_\_\_\_\_



**You can find the household size here.**

**All you have to do is add the household size from each form to get the total number of PEOPLE served with USDA.**

This table shows monthly and weekly income for each family size. If your household income is at or below the income listed for the number of people in your household, you are eligible to receive food.

<u>Household size</u>	<u>Monthly income</u>	<u>Weekly income</u>
1	\$1,632	\$376
2	\$2,215	\$511
3	\$2,798	\$645
4	\$3,380	\$780
5	\$3,963	\$914
6	\$4,546	\$1,049
7	\$5,129	\$1,183
8	\$5,712	\$1,318
Each add'l member	add \$583	add \$ 135

I certify that my gross household income is at or below the income listed for the number of people in my household on this form. I certify that I live in the area served by The Emergency Food Assistance Program. This certification form is being completed in connection with the receipt of federal assistance.

\_\_\_\_\_  
(Signature of Head of Household)

\_\_\_\_\_  
(Date)

# YOUR STATISTICS QUESTIONS AND DEFINITIONS

## On Premises Meals Questions

- **OP: Number of meals prepared and served (does NOT include any USDA or GNAP foods)**
  - The number of people receiving meals not prepared with GNAP or USDA.
- **OP: Number of meals prepared and served using any USDA foods**
  - The number of people receiving meals using any amount of USDA.
- **OP: Total number of meals prepared and served**
  - The total number of people receiving prepared meals using any amount of food provided through the Food Bank, including USDA and GNAP (if applicable)

# Meal Tracker Form

ON-PREMISES MEALS INCLUDING THOSE MADE WITH USDA AND GNAP (IF APPLICABLE).

Month: \_\_\_\_\_

Meals (NO USDA OR GNAP): \_\_\_\_\_

USDA Meals: \_\_\_\_\_

GNAP Meals: \_\_\_\_\_

Total Meals: \_\_\_\_\_

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

 B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> L: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> D: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> S: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	 B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> L: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> D: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> S: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	 B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> L: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> D: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> S: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	 B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> L: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> D: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> S: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	 B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> L: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> D: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> S: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	 B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> L: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> D: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> S: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	 B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> L: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> D: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/> S: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>
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B = BREAKFASTS

L = LUNCHES

D=DINNERS

S = SNACKS

The Meal Tracker Form is a great option for having all of your statistics ready to report by the end of each month!

APPENDIX A.3

# YOUR STATISTICS QUESTIONS AND DEFINITIONS

## All Member Questions

- **ALL MEMBERS: Total number of people served through your organization this month**
  - This number reflects every person you have served in any capacity. You will need to add all PEOPLE served with GNAP and USDA (if applicable) to all people served with non-program food. If everyone you serve receives USDA/GNAP, you may have the same number here as you do for the total number served for that program.

**If you ever forget what a statistic question is asking, check out the [Statistics Reporting Guide](#) on our Member webpage!**





**FOOD BANK**  
**OF NORTHEAST GEORGIA**

**Invoices, Statements,  
and Billing**

# What's the difference between Invoices and Statements?

## Invoice

- **A documentation of fees issued for any food received through any interaction (i.e. Sharing Floor, Mobile Pantry, Online order for delivery/pickup, etc.)**
  - Invoices show each item received, the shared maintenance cost, any charges (such as delivery), etc.

## Statement

- **An overview of all due invoices with their total amount due and history of any payments or credits made during that period of time.**
  - Statements do not show individual items, just the overall due amount per invoice.





[FIND FOOD](#)

[GIVE HELP](#)

[MEMBERS](#)

[WHO WE ARE](#)



# Are you or a loved one in need of food?

We provide food to agencies throughout Northeast Georgia.

[FIND YOUR NEAREST FOOD PANTRY](#)

First, we will need to visit the **Members page of the Food Bank website.**

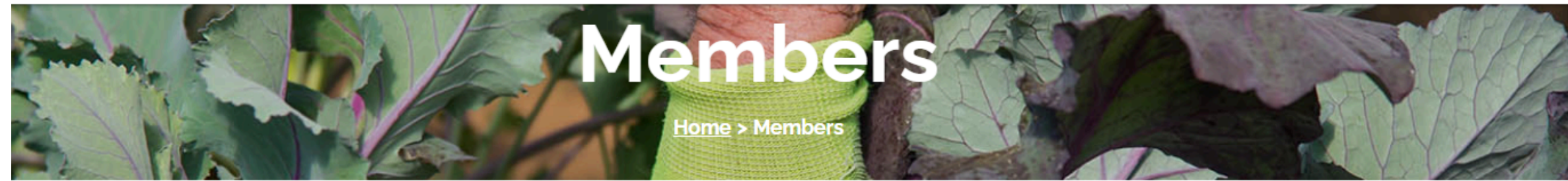
The Food Bank of Northeast Georgia connects neighbors with nourishing food.

Food donations can be dropped off at our warehouse located at 861 Newton Bridge Road, Athens, GA between 8am-3pm Monday-Friday.

[MORE ABOUT US](#)

[FIND FOOD](#)





[MEMBER LOGIN](#)

## Are you looking to become a new Member?

The Food Bank of Northeast Georgia provides our members access to millions of pounds of food they might not otherwise have. Members gain access to food either through our online inventory system or by selecting items from our sharing floor.

To learn more about becoming a Member with the Food Bank of Northeast Georgia, please [click here](#).

## Online Ordering

The online inventory system provides bulks, cased items for distribution. All items are ordered in case or pallet-size quantities. The shopping floor provides supplemental food and is a lot like a grocery store allowing members to hand select less-than-case amounts of food from the shelves or pallets of miscellaneous product.

[PLACE AN ORDER](#)

If you are having difficulty with accessing your account or placing an order, please contact your Food Access Coordinator.

### Onboarding Information

- [New Member Orientation Video](#)
- [Agency Manual](#)

### Member Forms

- [Member Contract 2024](#)
- [Weekly Temperature Log](#)
- [Pest Control Log](#)
- [Meal Tracker Form](#)
- [Third Party Site Agreement](#)
- [Media Release Form](#)
- [Statistics Reporting Guide](#)

### TEFAP/USDA Documents

- [TEFAP Form](#)

From here, you can log onto our online ordering system by clicking “MEMBER LOGIN” or “PLACE AN ORDER”.



My Documents

## MY DOCUMENTS

	Name	Description	Effective Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Download</a>	Invoice-490336.pdf	Invoice-490336.pdf	10/7/2024
<a href="#">Download</a>	Invoice-490335.pdf	Invoice-490335.pdf	10/7/2024
<a href="#">Download</a>	AgencyStatement-C-140-9/1/2024-9/3...	AgencyStatement-C-140-9/1/2024-9/30/2024.pdf	10/1/2024
<a href="#">Download</a>	Invoice-MF-519-20240919023031.pdf	Invoice-MF-519-20240919023031.pdf	9/19/2024
<a href="#">Download</a>	AgencyStatement-C-140-8/1/2024-8/3...	AgencyStatement-C-140-8/1/2024-8/31/2024.pdf	9/1/2024
<a href="#">Download</a>	Invoice-487198.pdf	Invoice-487198.pdf	8/9/2024
<a href="#">Download</a>	Invoice-486031.pdf	Invoice-486031.pdf	7/15/2024
<a href="#">Download</a>	Invoice-485132.pdf	Invoice-485132.pdf	6/24/2024

**After logging in with your account information and password, you can access every invoice and statement for your organization in "MY DOCUMENTS".**



# Invoices

- **Invoices must be paid within 60 days of you receiving a charge or you will be automatically suspended and considered out of compliance.**
- **You do not need to keep a record of invoices, but it doesn't hurt to keep 1-2 months at a time.**
- **All of your previous invoices are reported on your Member Account under "My Documents"**
  - Although rare, sometimes you may receive credit from the Food Bank or have made a last-minute exchange that changed your fee due for your invoice. Your invoices on your Member Account always show the true amount due.

# Products

Product	Storage	Qty	UOM	Unit Wgt	Wgt Ext	Price	Price Ext	Service Fee	Service Fee Ext	Total
<b>PURCH</b>										
N-11-11071 CHICKEN STUFFING, PREMIER PANTRY	Dry	12	CASE	6.00	72.00	\$0.000	\$0.00	\$0.180	\$12.96	\$12.96
Packaging: 12 X 6 OZ										
		<u>12</u>			<u>72.00</u>		<u>\$0.00</u>		<u>\$12.96</u>	<u>\$12.96</u>
<b>SHD</b>										
F-10-10001 OUTSHINE STRAWBERRY BANANA SMOOTHIE CUBES	Frozen	24	CASE	3.00	72.00	\$0.000	\$0.00	\$0.030	\$2.16	\$2.16
Packaging: 6 X 8 OZ										

We can see that the packaging for this item is 1 case has 12 items at 6 ounces and each case weighs 6 pounds. For 12 cases ordered, that means the total weight is 72 pounds.

# Products

Product	Storage	Qty	UOM	Unit Wgt	Wgt Ext	Price	Price Ext	Service Fee	Service Fee Ext	Total
<b>PURCH</b>										
N-11-11071 CHICKEN STUFFING, PREMIER PANTRY  Packaging: 12 X 6 OZ	Dry	12	CASE	6.00	72.00	\$0.000	\$0.00	\$0.180	\$12.96	\$12.96
		<u>12</u>			<u>72.00</u>		<u>\$0.00</u>		<u>\$12.96</u>	<u>\$12.96</u>
<b>SHD</b>										
F-10-10001 OUTSHINE STRAWBERRY BANANA SMOOTHIE CUBES  Packaging: 6 X 8 OZ	Frozen	24	CASE	3.00	72.00	\$0.000	\$0.00	\$0.030	\$2.16	\$2.16

**Don't forget that the overall case weight includes packaging in the calculated weight. For 72 pounds at \$0.18c Shared Maintenance Fee, the total comes to \$12.96.**

Invoice Date	Order Ref	Order Amount	Payment Date	Payment Ref	Payment Discount	Payment Amount	Grants Applied	Balance												
12/4/2023	475024	\$90.72					\$0.00	\$90.72												
12/4/2023	474855	\$15.66					\$0.00	\$15.66												
12/20/2023	475864	\$52.56	1/8/2024	703		\$52.56	\$0.00	\$0.00												
1/3/2024	476111	\$42.93	1/8/2024	702		\$42.93	\$0.00	\$0.00												
1/5/2024	475986	\$34.20	1/26/2024	709		\$34.20	\$0.00	\$0.00												
1/5/2024	475987	\$0.00					\$0.00	\$0.00												
1/5/2024	475991	\$34.38	1/26/2024	709		\$34.38	\$0.00	\$0.00												
1/12/2024	476621	\$50.73	1/26/2024	709		\$50.73	\$0.00	\$0.00												
1/26/2024	477300	\$55.17					\$0.00	\$55.17												
Total Balance:								\$161.55												
<table border="1"> <thead> <tr> <th>Current</th> <th>Over 30</th> <th>Over 60</th> <th>Over 90</th> <th>Over 120</th> <th>Total Due</th> </tr> </thead> <tbody> <tr> <td>\$55.17</td> <td>\$106.38</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$161.55</td> </tr> </tbody> </table>									Current	Over 30	Over 60	Over 90	Over 120	Total Due	\$55.17	\$106.38	\$0.00	\$0.00	\$0.00	\$161.55
Current	Over 30	Over 60	Over 90	Over 120	Total Due															
\$55.17	\$106.38	\$0.00	\$0.00	\$0.00	\$161.55															

**Notice your statements will also show you what and how much is OVERDUE within each 30-day period. Remember, if your account is suspended from not paying an invoice within 60 days of receiving the charge, if you do not pay your total account within 90 days after, it can result in your Membership being terminated!**

# Payment Options

**Checks and Automatic  
Debits**



Payments can either be completed by check or automatic debits. If choosing to pay by check, conditions listed below must be met or the Member may be issued a “Returned Check Fee” of \$35.00:

- The check must be **from the Member’s establishment** in partnership with the Food Bank of Northeast Georgia.
- Checks must be written out to the “Food Bank of Northeast Georgia” or “Food Bank NEGA.”
- The memo should include both the Member Reference Code and the invoice number(s) OR the month’s statement being paid:

MEMO M-411 February Statement

MEMO M-411 Invoices 475024 and 474855

Setting up a Member's account for automatic debits allows all statements to be automatically charged directly to the Member's bank account. If a Member prefers automatic debits, Accounting will require you to complete a form with the following information:

- A void check from the Member's bank account
- The Member's bank account number
- The Member's bank routing number
- Billing contact information

**Automatic debits will be drawn from the bank account on the Friday of the first full week of each month for the amount due on your statement.**

**If you have any general questions about billing and finances or would like to set up automatic debits, contact your Food Access Coordinator.**



**FOOD BANK**  
**OF NORTHEAST GEORGIA**

**Getting & Giving  
Food**





WAYS OF

# GETTING FOOD

from and through the Food  
Bank.



# Online Ordering

## Frequency of Online Orders

- **Maximum of 3 orders per Member per week.**
- **Only 1 order placed for pickup per day**
  - Multiple orders cannot be scheduled for pickup on the same day
  - Your first order scheduled for pickup on a certain date will be recognized and any additional orders scheduled for pickup on the same day will be cancelled.
- **Select a day for pickup and be sure to pick up that order on that day.**
  - If your order is not picked up on that day, it will be deleted and returned to stock.
  - If needed, bring enough cars to pick up your order in one visit. Anything remaining overnight may be reshelved.



# Online Ordering

## Order Delivery

- **If you are placing an order for delivery from our Athens location, email our Warehouse Team to confirm delivery.**
  - If you are receiving deliveries, try to schedule them on a repeating schedule (such as once a week, or on the same day of each month).
- **If you are placing an order for delivery from our Clayton location, call to confirm delivery.**

**Athens:** [receiving@foodbanknegal.org](mailto:receiving@foodbanknegal.org)

**Clayton:** (706) 782-0780

# Online Ordering

## Order Pickup

- **At the Athens Facility,**

- First, go to the Sharing Floor and let a Sharing Floor Coordinator know that you are there to pick up an Online Order.
- Then, drive your vehicle to the Warehouse door and ring the doorbell. If there is a line of cars waiting for pickup, please park behind and follow the last car in line.

- **At the Clayton Facility**

- Park by the rolling door next to the Sharing Floor, come in the Sharing Floor door, or the front door if the Sharing Floor is closed.

# Online Ordering

## REMEMBER:

- **DO NOT ENTER EITHER WAREHOUSE WITHOUT A FOOD BANK EMPLOYEE!**
- If you are picking up frozen or cold foods, bring a cooler(s) or freezer blanket(s).

# Sharing Floor

**To schedule a Sharing Floor Appointment, call:**

**Athens:** (706) 354-8191 Ext. 106

**Clayton:** (706) 354-8191 Ext. 212 or 208

*Or schedule your next visit while on  
the Sharing Floor during checkout!*

# Sharing Floor

## Using the Sharing Floor

- **Let your Food Access Coordinator (FAC) know when organization's registered shoppers change or if you would like to add a new registered shopper.**
  - Your FAC will update the Food Bank's records to reflect any changes.
    - *If someone leaves your organization, we need to remove their access to the organization's funds!*
    - *Members are responsible for collecting Shoppers Cards from anyone who leaves the organization.*
  - An organization can only have 5 registered shoppers at a time.
  - If a shopper loses their card, they must get it replaced by contacting their FAC.



# Sharing Floor

## Transporting Food

- **Make sure all staff or volunteers transporting food complete food safety training.**
  - When you transport food from the Sharing Floor to your facility and/or Neighbors, you must make sure that you store frozen and cold items in coolers or under freezer blankets.
  - If you have an open truck bed or trailer, you must bring a tarp to tie down over the food so that it is completely covered during transit.
  - You will not be able to transport your order(s) if you do not follow proper transportation guidelines.

# New Documents: *Volunteer Training Log*

**PLEASE VISIT:**

**Member Manual,  
Appendix A, Document 5**

This document lists the trainings your volunteers should complete annually.



Member Name: \_\_\_\_\_ Member Code: \_\_\_\_\_

Check all training requirements that apply:

<input type="checkbox"/> <b>Civil Rights:</b> <ul style="list-style-type: none"><li>• Data collection</li><li>• Public notification</li><li>• Americans with Disability Act</li><li>• Limited English Proficiency</li><li>• Customer service</li><li>• Conflict resolution</li><li>• Processing Civil Rights complaints</li><li>• Compliance reviews and resolution of non-compliance</li></ul>	<input type="checkbox"/> <b>Food Safety:</b> <ul style="list-style-type: none"><li>• General Food Safety for Pantries</li><li>• Personal hygiene</li><li>• Receipt of food</li><li>• Understanding product dates</li><li>• Proper storage, FIFO</li><li>• Time and temperature control</li><li>• Cleaning vs. Sanitizing</li><li>• Pest control</li></ul>
<input type="checkbox"/> <b>USDA/TEFAP:</b> <ul style="list-style-type: none"><li>• Client eligibility</li><li>• TEFAP Commodity Issuance Log</li><li>• Purchase of non-USDA food</li><li>• Written Notice of Beneficiary Rights</li><li>• Storage</li><li>• Pest control</li><li>• Civil Rights training requirements</li><li>• Discrimination</li><li>• Public notification</li></ul>	<input type="checkbox"/> <b>Meal Connect:</b> <ul style="list-style-type: none"><li>• How to login</li><li>• Reporting pounds of food picked up</li><li>• Grocery store contact</li><li>• Pick-up schedule</li></ul>

The volunteers below have completed appropriate training:

Volunteer Name:	Signature:	Date:

**Overarching  
Topics**

**List of things  
to be trained in**

**Log of volunteers  
who have  
completed the  
trainings**

# Mobile Pantries

## What are Mobile Pantries?

- **At the Food Bank of Northeast Georgia, a Mobile Pantry is a delivery of a box truck or tractor trailer of food to a distribution location.**
  - Mobile Pantries are day-of-delivery distributions.
  - The Food Bank packs the truck with pallets of a selection of food.
  - A driver drops off pallets of food for the Member to distribute to Neighbors.
- All Mobile Pantries have USDA product - make sure to distribute and collect TEFAP forms!
- If you are hosting a Mobile Pantry at a location your organization does not own or rent, complete the **Third Party Site Agreement** so that you and your partners are on the same page.

# Mobile Pantries

## Mobile Pantry Guidelines

- **Pallets must EITHER be emptied of food and returned to the truck during the delivery OR the Member can accept responsibility of the pallets.**
  - **Members may return pallets to the Food Bank or sell/use the pallets.**
  - Pallets can be picked up by the Food Bank at the *next* MP delivery.
  - If you would like the Food Bank to take the pallets, plan to have tables to hold food during your distribution. Food cannot be set on the ground.
- **All trash and recycling is the responsibility of the Member.**
- **Distributions with GNAP or USDA products must have the appropriate paperwork completed and collected.**

# Mobile Pantries

## Remember!

- **The goal is to distribute ALL food DURING the Mobile Pantry event.**
- Have one or more of the following options in place in case you do have leftover food:
  - Take food to a Food Bank pre-approved storage space (e.g., if your organization also has a Food Pantry).
  - Have a **Member-to-Member Food Sharing Agreement** with another Member
    - It is best to have this ready ahead of time!
    - GNAP and USDA products can **only be shared with Members approved** to store and distribute those products.



# Mobile Pantries

## Starting a New Mobile Pantry

- **If you are interested in scheduling a Mobile Pantry, contact Tracey Massey at [tmassey@foodbanknega.org](mailto:tmassey@foodbanknega.org).**
- **We are limited in how many Mobile Pantries we can deliver in one day.**
  - If you are starting an MP, please have a few dates in mind.
- **If you would like to schedule your first Mobile Pantry, **you must assist another similar Member's Mobile Pantry before hosting your own.****
  - Additional training may be required for some Members
- Complete a **Third Party Site Agreement** before the date of your Mobile Pantry, if needed.

# New Documents: *Third Party Site Agreement*

**PLEASE VISIT:**

**Member Manual,  
Appendix A, Document 6**

This document outlines the roles and responsibilities of Members and Third Party Sites during food distributions.

## Third Party Site Agreement

### Overview

A "Third Party Site" is a location that is not owned or controlled by the Food Bank Member which is used to host a Member's charitable food distribution using Food Bank of Northeast Georgia product. Third Party Sites can be located at a school, library, youth organization, municipal building, clinic, senior housing, or other locations where food assistance is needed. Additionally, a Third Party Site must be pre-approved by the Food Bank for both delivery and food safety.

### Responsibility of Member

- While operating a charitable food distribution at a Third Party Site, the terms of the Member Contract will apply to the Member and any volunteers at the Third Party Site.
- Third Party Sites are considered to be operating under the fiscal and legal responsibility of the Member's organization and status as a Public Charity or Church.
  - The Member is responsible for food safety procedures at the Third Party Site.
- Neither the Food Bank nor the Member will charge the Third Party Site any fees associated with receipt or distribution of donated product.
- All communications with the Food Bank will be made by a representative of the Member organization. The Member will organize the delivery and distribution of food.
  - The Food Bank is not responsible for communicating with the Third Party Site.
- The Member will not engage in practices or partner with a Third Party Site which views and uses food distributions as access to a large group of people for solicitation, proselytization, or promotion of corporate objectives.
  - Any form of outreach beyond the provision of food must be completely invitational, void of coercion, and physically separate from the process of the food distribution.
- The Member ensures responsibility for the provision of equitable food assistance to all humans during Food Bank distributions and to provide accommodations as needed for those requesting food assistance to the best of their ability.

### Responsibility of Third Party Site

- The Third Party Site will operate under the fiscal and legal responsibility of the Member during charitable food distributions and agrees to follow distribution instructions from the Member.
  - The Third Party Site will not use any Donated Product for their operations, upkeep, business meetings, fundraising, compensation, or consumption, including consumption of beverages by staff or volunteers when carrying out assigned duties.
  - The Third Party Site will not engage in discrimination in the provision of service against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran, or as otherwise prohibited under the current USDA nondiscrimination statement.

- The Third Party Site agrees to coordinate directly with the Member organization to host a charitable food distribution on their premises.
- The Third Party Site will not engage in activities that use food distributions as access to a large group of people for solicitation, proselytization, or promotion of corporate objectives.
- The Third Party Site will serve any human seeking food assistance during Food Bank distributions to the best of their ability.

This Agreement will be in effect from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

**Member Organization Name:** \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Name of Third Party Site:** \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Food Bank of Northeast Georgia:**

Representative Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Responsibilities of  
Member**

**Responsibilities of  
Third Party Site**

# New Documents:

## *Member-to-Member Food Sharing Agreement*

### Appendix A, Document 2

This document is an agreement between two FBNEGA Members to share food. This can be used to place leftover products after a large distribution.

The image shows a document titled "Member-to-Member Food Sharing Agreement 2025" from the Food Bank of Northeast Georgia. The document includes a header with the organization's logo, a title, and a section for member names. A blue oval highlights the line for Member 1's name. Below this, a paragraph states that members agree to adhere to food safety and distribution guidelines. A list of requirements follows, with a green oval highlighting the first two items: "All shared food must be logged (see Food Sharing Log)" and "All appropriate neighbor paperwork must be collected, filed, and included in monthly reports". The remaining items in the list are: "USDA/TEFAP foods may only be shared between USDA/TEFAP eligible and approved Members. If you are unsure what items another member can receive, please contact your Food Access Coordinator.", "GNAP foods may only be shared between GNAP eligible and approved Members", "All transportation methods must follow ServSafe Food Handler and FBNEGA guidelines", "All food must be stored in a pantry space that has been inspected and approved by a Food Access Coordinator", and "All food that is directly distributed must be transported following FBNEGA and ServSafe Food Handler guidelines". A paragraph at the bottom states that the agreement is voluntary and valid until terminated by FBNEGA or either signing party through notice sent to their Food Access Coordinator. At the very bottom, there are signature lines for both Member 1 and Member 2, including fields for Director (print), Contact (phone and e-mail), and Director (sign) with a Date field. A blue oval highlights the signature and contact information lines for Member 1.

**Sending and Receiving Members**

**Make sure you only give restricted products to Members that can receive them!**

**Make sure your partner can get in touch with you**

# New Documents:

## *Member-to-Member Food Sharing Agreement*

### Appendix A, Document 2 Continued



Member-to-Member Food Sharing Log

Date	Member Providing	Invoice #(s)	Member Receiving	Distribution Type

The second page of this document is to list products moving from one Member to another. This must be filled out for food recall purposes.

**Make sure you list the product invoice number when transferring items from one Member to another**

# Member Enablement

## What is Member Enablement?

- A retail rescue program where Members are connected directly with local retailers to pick up regularly scheduled donations.
  - **This was a pilot year for our Member Enablement program. Thank you to those who have participated!**
- Requires a strong commitment to pick up and pounds of product must be reported regularly.
- We have over 40 participating Members and 93 donating retailers.
- There is a waiting list for Members to participate in Member Enablement - let your Food Access Coordinator know if you are interested.



# Food 2 Kids

## Food 2 Kids

- There are two initiatives for Food 2 Kids:
  - In-School Food Pantries
  - Mobile Pantries at schools
- The aim of these initiatives is to provide support for entire families and households.
- If you are interested in participating in family-oriented distributions, contact your Food Access Coordinator to learn more.

# SNAP Application Assistance

## What is SNAP?

- The Supplemental Nutrition Assistance Program provides funds to individuals and families in need to purchase food (previously known as “food stamps”).

## SNAP Application Assistance

- We provide neighbors assistance with applying for or renewing SNAP benefits!
  - Prescreens, over-the-phone assistance, or in-person assistance.
- **We are looking for partners to provide on-site application assistance to neighbors. If you are interested in hosting an on-site application assistance event, please reach out [sjandrlich@foodbanknega.org](mailto:sjandrlich@foodbanknega.org).**





COMMON METHODS OF

# GIVING FOOD

To our Neighbors



# Quick Reminders

## Common Distribution Methods

- These are typical distribution methods - choose and change to fit your organization and available resources.

## Reporting

- **Have the appropriate forms for the type of distribution you're doing.**
  - If you're not sure, check with your Food Access Coordinator or refer to the Member Manual.
- **Report the number of families you served by the FIRST DAY of every month!**
  - We have to report to the State and Federal governments within the first week of the month.

# Quick Reminders

## All Distributions Must Be Free Food Distributions.

- **Neighbors must receive all food assistance free of charge and solicitation.**
  - Members are not permitted to charge for food, which includes bartering or trading for items and services. This includes non-food Food Bank items.
  - Neighbors cannot experience solicitations, religious proselytizing, or counseling while waiting to receive food assistance unless by their own choice.
  - If you have questions, need clarification, or would like to ensure what you may be offering Neighbors is in compliance, contact your Food Access Coordinator.



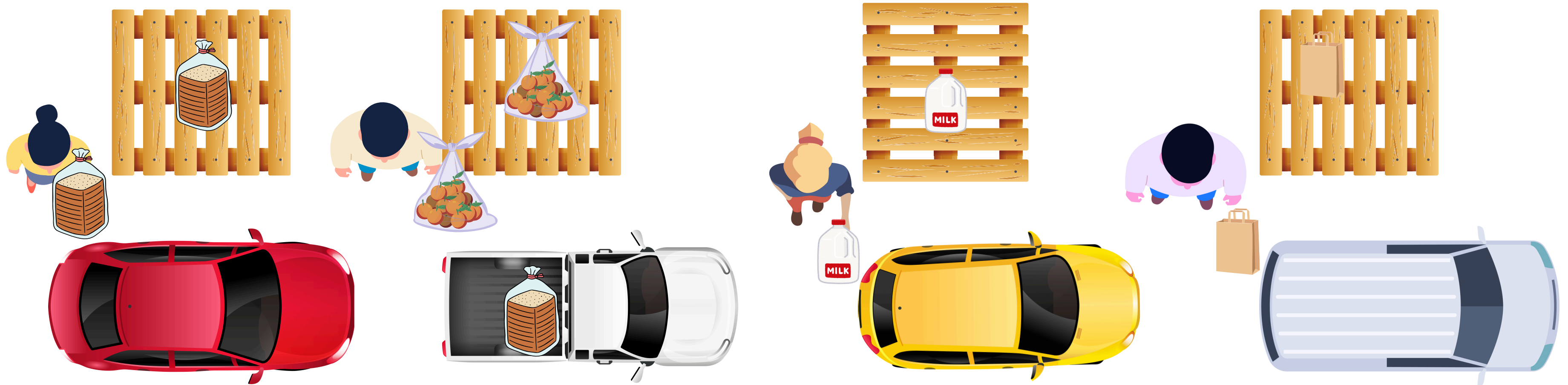
# Drive-Thru or Traditional Mobile Pantry

## Drive-Thru Distribution Styles

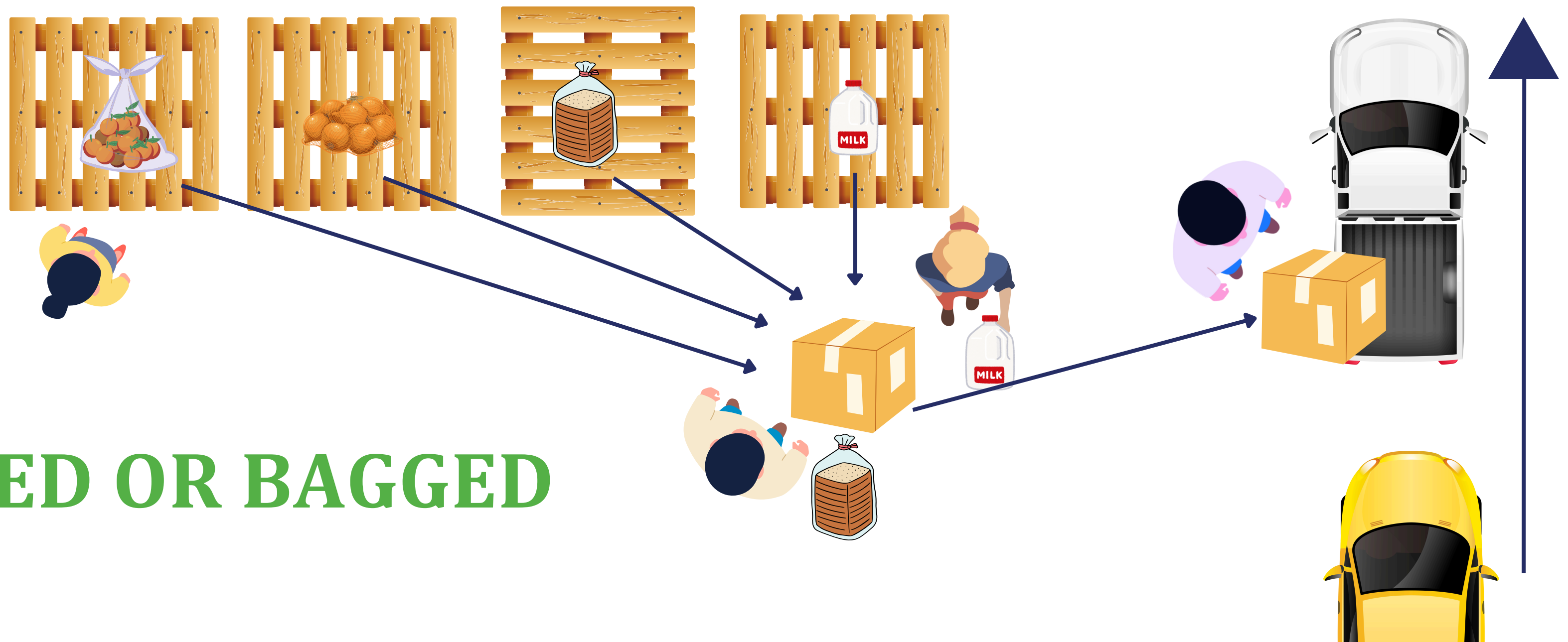
- For a Drive-Thru Distribution, Members have Neighbors line up in their cars and have their trunks loaded with food.
  - Food can be from a Mobile Pantry order or from online ordering if a Member wants specific food or to feed a smaller number of families.
- Two common methods: Stations vs Boxed/Bagged
  - If Boxed/Bagged, Members must provide and use their own boxes/bags.

# Drive-Thru or Traditional Mobile Pantry

## STATIONS



# Drive-Thru or Traditional Mobile Pantry



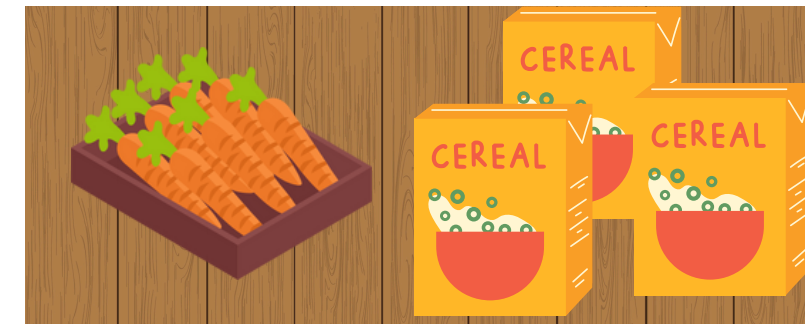
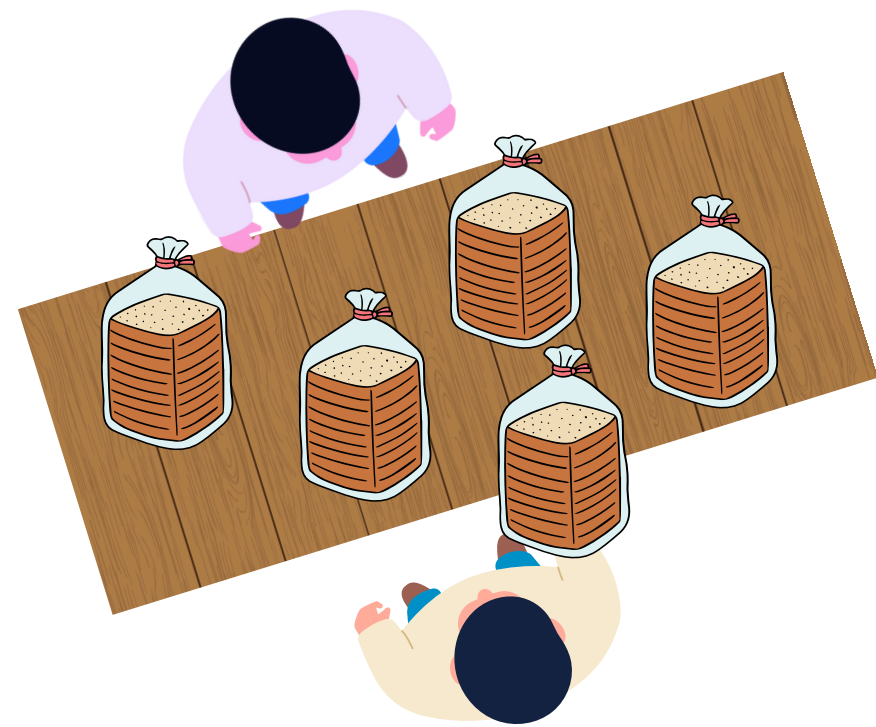
**BOXED OR BAGGED**

# Choice Market

## What is a Choice Market?

- Choice Markets allow Neighbors to park and walk through the market and choose what foods best suit them.
- These markets can be ordered as Mobile Pantries or you can build your own order through the Member portal.
- Providing Neighbors with choice in this style enables them to adhere to medical dietary restrictions, food preferences, and reduces food waste because Neighbors choose foods that they will eat.

# Choice Market





# Food Pantry

## What is a Food Pantry?

- Food pantries are “traditional” brick-and-mortar pantries: set locations with regular hours, scheduled appointments, and/or on a needs-basis (for emergencies).
- This could be an entire free-standing building or a closet in a church or school.
- **If Members wish to manage a food pantry in a location that they do not own or rent, such as a school or daycare, they must complete a Third Party Site Agreement form.**

# On-Premises Meals

## What is On-Premises Meals?

- On-Premises Meals is a category of food distribution that includes preparing/cooking and serving meals to Neighbors.
- **On-Premises Meals may NOT be made in residential kitchens!**
  - **The dedicated space must follow all requirements and be pre-approved.**
  - If you serve out of a food truck, the food truck must be formally registered with the county.
- If any Food Bank food is used in a meal, including USDA and GNAP food, you must report the number of meals served with your statistics report.
  - Use the **Meal Tracker Form** to log meals prepared and served.

# On-Premises Meals

- **Members who prepare/cook and serve cooked food MUST have at least one chef/cook with certified ServSafe Manager Training!**
  - This is true even if you only serve food a few times a year!
  - **All On-Premises Members must have their Advanced Food Safety training completed by July 1, 2024.**
  - The Food Bank hosts these trainings every few months. Members only pay \$10 to cover lunch.
    - **Our next classes are at the Food Bank in Athens on October 29th and 30th.**

# Food Finder Map (Vivory)

Our Food Finder Map is a way for neighbors to find food pantries and food distribution events near them!

We've partnered with Vivory to make accessing food easier for our neighbors and to better promote services provided by our Members.

**Has your organization claimed  
your Vivory profile yet?**

# Food Finder Map (Vivery)

**Every Member should have received an email from the Vivery with a claim link to access their profiles. If not, contact your FAC!**

- With profile access, you can:
  - add information about the programs your organization offers
  - share appropriate contact information for neighbors seeking assistance
  - post updates (i.e. a change in pantry hours, event reschedules, etc.)
  - send text alerts to neighbors (i.e. pantry closures, event cancellations, event reminders, etc.)
  - create a website for your organization's programs and resources offered to neighbors (existing websites can be connected to your Vivery profile)



# Food Finder Map (Vivory)

~Already  
averaging 4,600  
searches on the  
Food Finder Map  
each month!

The screenshot displays the Food Finder Map interface. At the top, a search bar contains the zip code "30605" and a "Use my Location" button. Below the search bar are filter buttons: "More Filters", "Filters", "Open Today", "Radius", "Days Open", and "Clear Filters". The main area is split into a map on the left and a list of results on the right. The map shows a circular search radius centered on Athens, GA, with a green pin indicating the current location. The results list on the right shows "96 locations found" and includes a "Download in English" button. The first four results are:

- 1** **Frais Church**  
1325 Kousa Way (0 Miles)  
Athens, GA 30605  
Hours & Programs, More Information, Directions
- 2** **The Extended Table**  
183 Arthur Circle (1.5 Miles)  
Athens, GA 30605  
Hours & Programs, More Information, Directions
- 3** **Cornerstone Food Pantry**  
4680 Lexington Road (1.75 Miles)  
Athens, GA 30605  
Hours & Programs, More Information, Directions
- 4** **Cornerstone Food Pantry/ Franklin County**

At the bottom of the results list, there are "Prev", "Results 1-20", and "Next" buttons. The footer includes "POWERED BY vivory" and a "Privacy Policy" link.

# Food Finder Map (Vivory)

**Neighbors' questions can now be answered through the information provided by your Vivory Member Profile!**

Contact information, Operating hours (and Holiday schedules), and location features...

The screenshot displays the Vivory Food Finder Map interface for the Cornerstone Food Pantry. At the top, a dark blue header shows navigation arrows, a page indicator '3/20', and a close button. Below the header, the location name 'Cornerstone Food Pantry' is displayed with a green location pin icon, the address '4680 Lexington Road Athens, GA 30605', and a distance of '(1.75 Miles)'. A green bookmark icon is visible on the right. A map shows the location in Cedar Creek, GA, with a red pin and a blue route line. Landmarks like Walmart Supercenter and Cali N Tito's are also visible. To the right of the map is a 'TAKE ACTION' section with two options: 'Get Directions' and 'Download Location Profile in English'. Below the map is a 'Location Overview' section stating 'Located at Cornerstone Church | Athens on Lexington Road east of Walmart next to Southeast Clark Park.' The 'Location Contact' section lists 'Pastor Steve' with a phone number '706-549-0000' and an email address 'steve@cornerstoneathens.cc'. The 'Location Operating Hours' section shows 'Saturday 9:00 AM - 10:30 AM' and 'Third Saturday of each month.' A note at the bottom indicates 'Hours based on time zone: Eastern Standard Time (ET) (UTC-4)'. The 'Location Features' section includes 'Restrooms Available' and 'Safe Space'.

# Food Finder Map (Vivier)

**Your food distribution schedules for multiple programs and how they will receive their food...**

## Programs Available at this Location:

### Food Pantry

Food Program

Expand / Collapse ^

#### Program Details

Programs: Pop-Up/Mobile Resource

#### Regular Program Hours

Saturday 9:00 AM - 10:30 AM  
*Third Saturday of each month.*

Hours based on time zone: Eastern Standard Time (ET) (UTC-4)

### Soup Kitchen

Food Program

Expand / Collapse ^

#### Program Details

Programs: Hot/Cold Meal Program

#### Regular Program Hours

Meals after church services on Sundays




Hours based on time zone: Eastern Standard Time (ET) (UTC-4)



# Food Finder Map (Vivory)

**Mobile Pantry**  
Food Program Expand / Collapse

<b>Program Details</b>	
<b>Programs:</b>	Pop-Up/Mobile Resource
<b>Service Area:</b>	No service area restrictions. Clients may visit regardless of where they live or work.
<b>Food Program Features:</b>	Curbside Pickup / Drive Through
<b>Items Offered:</b>	Fruits & Vegetables, Meat, Other, Shelf Stable/Non-Perishable Goods

<b>Program Contact</b>
 Pastor Steve
 706-549-0000
 <a href="mailto:steve@cornerstoneathens.cc">steve@cornerstoneathens.cc</a>

<b>Regular Program Hours</b>	
Saturday	9:00 AM - 10:30 AM <i>Third Saturday of each month.</i>
<small>Hours based on time zone: Eastern Standard Time (ET) (UTC-4)</small>	

**Any restrictions or requirements you may have, program contact information, and what types of foods they receive.**

# Food Finder Map (Vivory)

**The more accurate our Member Profiles are, the more reliable it will be for our Neighbors!**

**This tool is for you to use as well! Locate for referrals, print lists of local distributor information, or translate the page using the language feature for a Member!**

**The team at Vivory and your FACs are available to assist you with getting your Member Profile completed.**

- If you are missing your “claim account” email from Vivory, contact your FAC!
- Please reach out to your FAC if you ever have any questions or issues!



# Updated Food Access Coordinator Regions

**ALL CHANGES OCCUR BY DECEMBER 1**

● **Annie Branum**

Habersham, Rabun, Stephens, Towns, and White Counties

[abranum@foodbanknega.org](mailto:abranum@foodbanknega.org)

706-354-7845.

● **Kyle Fox**

Barrow, Elbert, Hart, Jackson, Madison, and Oglethorpe Counties

[kfox@foodbanknega.org](mailto:kfox@foodbanknega.org)

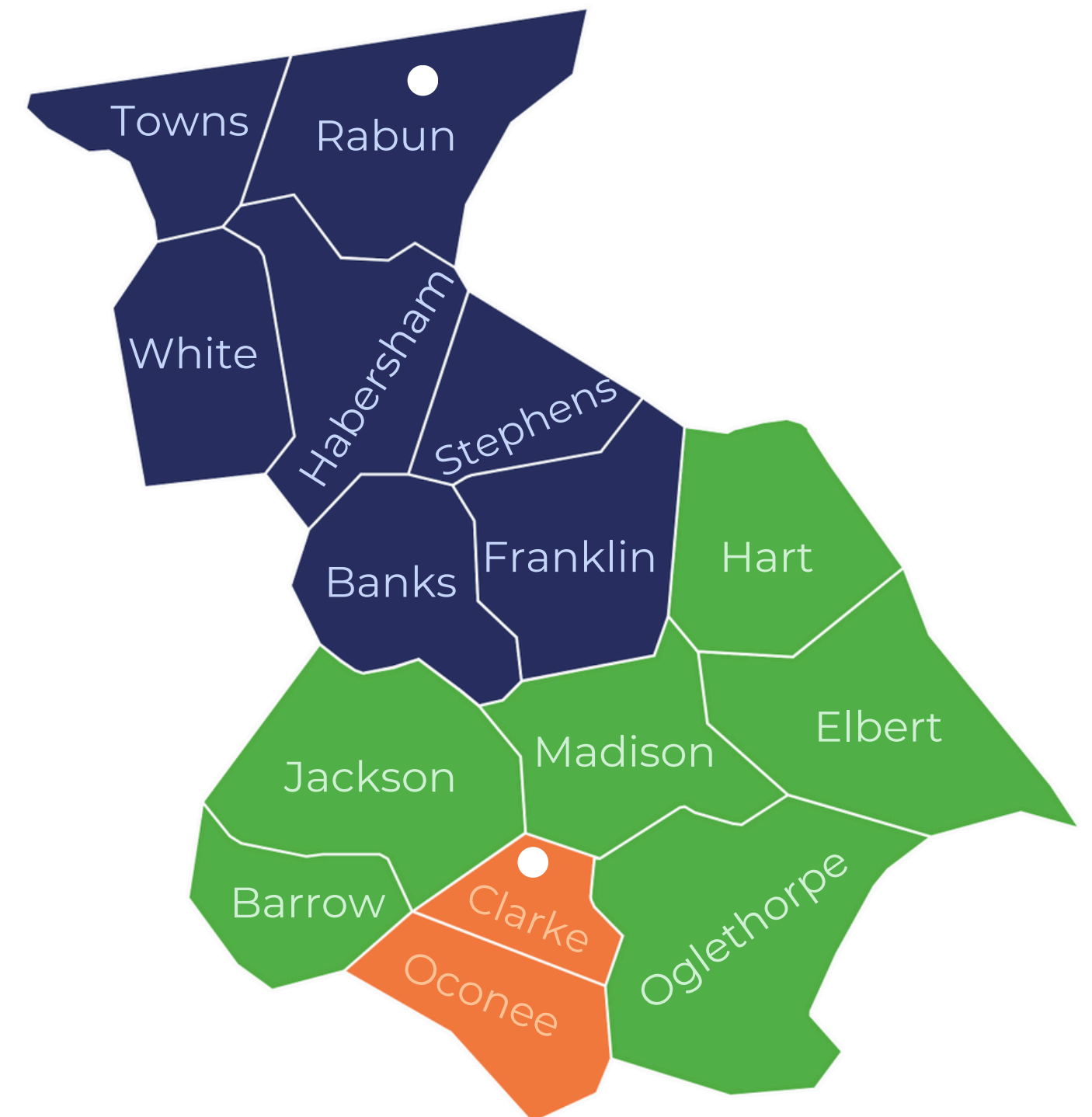
706-713-9315

● **Tracey Massey**

Clarke and Oconee Counties

[tmassey@foodbanknega.org](mailto:tmassey@foodbanknega.org)

706-713-9319



# REMINDER:

**1. Please be sure to complete and provide each of the following to your Food Access Coordinator BY NO LATER THAN December 1:**

a. Member Survey

b. Updated Contact Form

c. 2025 Member Contract

d. Payment for your \$100 annual Member Fee

e. Complete the Food Safety Trainings to receive a Certificate of Completion

i. All leaders, Registered Shoppers, and food distribution managers must complete the trainings.

ii. **New and renewing Shoppers must complete the Trainings Completion Quiz to receive a new Shoppers card.**