



FOOD BANK OF NORTHEAST GEORGIA

This Memorandum of Understanding (MOU) is made between the Food Bank of Northeast Georgia (FBNEGA) and

_____ (Member Agency)

This MOU defines the terms and guidelines for the Partner Agency to implement the Georgia Nutritional Assistance Program (GNAP) in partnership with FBNEGA.

1. The Member Agency must remain a partner in good standing and adhere to all stipulations of the FBNEGA Member Agency Contract and the additional stipulations of the GNAP program according to the training provided to the Member Agency and as outlined in this MOU.
2. The Member Agency affirms that it has received and reviewed the mandatory GNAP training provided by FBNEGA.
3. The Member Agency agrees that it will distribute all GNAP products ordered through FBNEGA to families with children or individual children who express a need for food assistance and are eligible to receive it according to the guidelines of the GNAP program and the training provided to the Member Agency.
4. The Member Agency agrees that it will abide by the policies, procedures and record keeping requirements of the GNAP program and in the training provided to the Member Agency.
5. The Partner Agency agrees that it will distribute all GNAP food received from FBNEGA within the defined 4-month FBNEGA GNAP Distribution period. No GNAP food may be stored or distributed by the FBNEGA Agency outside of the FBNEGA GNAP distribution period.
6. The Member Agency agrees to inform their FBNEGA Agency Experience contact of any GNAP food it may not be able to distribute at least 15 days prior to the end of the 4-month FBNEGA GNAP distribution period.
7. In the event of the termination of the FBNEGA Member Agency Contract or the GNAP MOU, the Member Agency agrees to return to FBNEGA all GNAP food on hand when the agreement is terminated.
8. FBNEGA reserves the right to reclaim any GNAP products the Member Agency is not able to distribute within the 4-month FBNEGA GNAP distribution period.



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9. FBNEGA reserves the right to perform announced and/or unannounced site visits to verify all terms and guidelines of this MOU are being met.

10. If necessary, the Member Agency agrees to additional announced and/or unannounced site visits by the Georgia Department of Human Services to verify all terms and guidelines of this MOU are being met.

EFFECTIVE PERIOD OF AGREEMENT

This agreement shall remain in effect for the duration of the partnership period in which the Member Agency is an active partner of the Food Bank of Northeast Georgia. This Agreement may be terminated upon 14 days written notice on the part of either party. FBNEGA may terminate this Agreement immediately upon receipt of evidence that the terms and conditions of this Agreement have not been fully complied with by the Member Agency. Any termination of this Agreement shall be in accordance with applicable laws and regulations.

The Member Agencies' authorized representative's signature below confirms that the Member Agency is accepting and agrees to abide by all terms of this MOU.

Official Signatures:

Member Agency Representative

Date

FBNEGA Representative

Date