



# FOOD BANK OF NORTHEAST GEORGIA

This Memorandum of Understanding (MOU) is made between the Food Bank of Northeast Georgia (FBNEGA) and \_\_\_\_\_ (Food Bank Member) This MOU defines the terms and guidelines for the Member to implement the Georgia Nutritional Assistance Program (GNAP) in partnership with FBNEGA.

1. The Member must remain a partner in good standing and adhere to all stipulations of the FBNEGA Member Contract and the additional stipulations of the GNAP program according to the training provided to the Member and as outlined in this MOU.
2. The Member affirms that it has received and reviewed the mandatory GNAP training provided by FBNEGA.
3. The Member 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.
4. The Member 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.
5. The Member agrees that it will distribute all GNAP food received from FBNEGA within the defined 4-month FBNEGA GNAP Distribution periods. No GNAP food may be stored or distributed by the FBNEGA Member outside of each of the FBNEGA GNAP distribution periods. In 2024, there will be two 4-month FBNEGA GNAP distribution periods:
  1. The first 4-month distribution period will be from January 1, 2024 through April 30, 2024. All GNAP product received during this period must be distributed by the end of this period.
  2. The second 4-month distribution period will be from May 1, 2024 through August 31, 2024. All GNAP product received during this period must be distributed by the end of this period.
6. The Member agrees to inform their FBNEGA Membership Coordinator 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 Membership or the GNAP MOU, the Member 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 is not able to distribute within each of the 4-month FBNEGA GNAP distribution periods.



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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 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 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. Any termination of this Agreement shall be in accordance with applicable laws and regulations.

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

In 2024, there will be two FBNEGA GNAP distribution periods. Please indicate which period(s) the Member will participate in by checking the adjacent box. The Member is allowed participate in both 4-month periods.

Period 1: January 1, 2024 – April 30, 2024

Period 2: May 1, 2024 – August 31, 2024

Official Signatures:

\_\_\_\_\_  
Member Agency Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
FBNEGA Representative

\_\_\_\_\_  
Date