

Food Bank of Northeast Georgia

# GNAP Training

2026



# What is GNAP?

- The focus of this program is to distribute nutritious foods to children and families with children.
- The Georgia Nutrition Assistance Program (GNAP) utilizes federal TANF (Temporary Assistance For Needy Families) dollars and is subject to the provisions of that program.
- The program is run in 4-month periods and provides millions of pounds of food to Georgians in need via the state's network of food banks.

*Note: This program is not intended for organizations that do not serve children or families with children.*

# Program Eligibility

- 1 Member must be currently serving children under the age of 18 or families with children under the age of 18 in the household.**
- 2 Member must be in good standing with the Food Bank of Northeast Georgia.**
  - *Current on statistics*
  - *Current on payments*
  - *Site has passed most recent monitoring visit*
- 3 Member has appropriate site for storage and/or distribution of GNAP products.**
  - *Approved distribution site*
  - *GNAP products must be clearly labelled and safely stored*
- 4 Member is responsive to emails and phone calls.**

# 2026 GNAP Period

**May 1, 2026 - August 31, 2026**

GNAP products will be available for order online starting May 1, 2026.

To gain access, members must have been approved to participate in the program and have submitted a 2026 GNAP MOU.

*All* GNAP products must be distributed by the end date of the 2026 GNAP period: August 31, 2026.

# 2026 GNAP Period

**May 1, 2026 - August 31, 2026**

A GNAP audit will take place shortly after the end of the GNAP period. If selected for the audit, you will be notified by your Food Access Coordinator to schedule a visit at your site to complete the audit.

Please note that products will be available both by the case/weight and pre-packed into mixed boxes. Mixed boxes will have largely standardized self-stable contents and weigh approximately 32 lbs.

# GNAP Menu

*Note: GNAP products are available on a first-come, first-served basis and the menu is subject to change over time.*

**Applesauce**  
**Canned Tuna**  
**Canned Chicken**  
**Canned Vegetables**  
**Cereal**  
**Condensed Soups**  
**Fruit Cups**  
**Ground Beef**  
**Ground Pork**  
**Instant Mashed Potatoes**  
**Mac N Cheese**  
**Pasta Noodles and Sauces**  
**Peanut Butter and Jelly**  
**Rice**  
**Shelf Stable Milk**

# 2026 GNAP MOU

**Please submit a completed GNAP MOU as soon as possible to access GNAP products by May 1.**

*\*\*GNAP MOUs will be accepted until July 1st and you will gain access to GNAP products after the MOU is approved.*

All MOUs will be reviewed by the Food Access Team and you will receive a follow-up communication regarding approval.

Once approved, you will have access to GNAP products through online ordering.

Please visit our website to access the 2026 GNAP MOU and 2026 GNAP Forms:  
[foodbanknega.org/membership/member-forms/](https://foodbanknega.org/membership/member-forms/)

*Please e-mail your completed 2026 GNAP MOU to  
Solomon Smothers at [ssmothers@foodbanknega.org](mailto:ssmothers@foodbanknega.org)*

# GNAP Forms

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.

**Reminder:**  
**Very few neighbors should select “TANF” for question 6, as this program has very few recipients in the state of Georgia. Most households will be counted as “At-Risk” when reporting Statistics.**

# GNAP Forms

## Requirements for GNAP Forms:

- When serving families with children that include adults 18+ years of age, GNAP forms are required. When directly serving children under the age of 18, GNAP forms are not required.
- A new form should be completed each time a person receives food. Forms should not be re-used or completed multiple times.
- Please ensure current 2026 GNAP forms are being used at distributions.
- Completed GNAP forms must be stored at the Member's site for 5 years. GNAP forms can be stored alongside TEFAP forms.
- You may access the 2026 GNAP Form to print through the Membership webpage.
- GNAP forms are available in Spanish.

# Statistics Requirements

**GNAP statistics may be submitted alongside normal monthly statistics.**

**Households may receive USDA and GNAP at the same time, and should be reported in each relevant category.**

**On-time reporting is required. All GNAP reporting is due no later than the 3rd calendar day of the month.**

## **Reporting categories:**

- 2026 GNAP TANF PARTICIPANTS
- 2026 GNAP AT-RISK
- 2026 GNAP MEALS PREPARED AND SERVED\*

\*Please note: because children cannot self attest their status on a GNAP form, loose food, backpacks, meal kits, or hot meals provided to children count as meals prepared and served. 1 child served = 1 meal prepared and served.

Your reporting page consists of three sections: Statistics Name (the question), Value (the number you are reporting) and Comment (if you would like to add any notes). As shown below each header, there is a search bar for each category, THEN the fields. **ALWAYS** record your numbers the Values field **ONLY**.

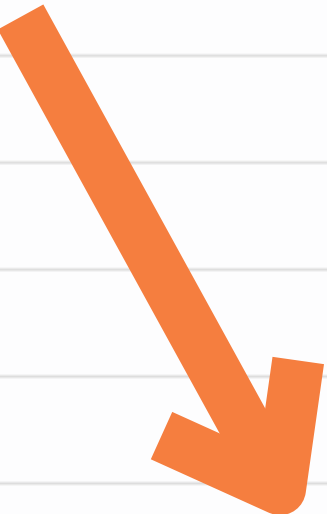
**If you leave this page at any time, your statistics will save as the numbers you have entered.** If you accidentally exit the page, you can access your statistics by editing them on the main statistics page.

| Statistic Name   | Value | Comment |
|--|-------|---------|
| 2024 NEW GNAP AT-RISK  | 11    |         |
| 2024 NEW GNAP MEALS PREPARED AND SERVED  | 23    |         |
| 2024 NEW GNAP TANF PARTICIPANTS  | 0     |         |
| ALL MEMBERS: Total number of people served (through all food distributions, including USDA and GNAP) | 192   |         |
| ALL MEMBERS: Total number of people served through Food Pantry                                       | 64    |         |
| 2024 NEW GNAP MEALS PREPARED AND SERVED (NOT INCLUDING USDA AND GNAP)                                |       |         |

Period: January 2024

If your organization participates in multiple programs and provides multiple services, you may have more than one page of questions on your report. **Always make sure to show all rows or visit all pages to complete all your required statistics!**

|  |     |
|--|-----|
| Stat   |     |
| 2024   |     |
| 2024   |     |
| 2024   |     |
| ALL MEMBERS: Total number of people served (through all food distributions, including USDA and GNAP) | 192 |
| ALL MEMBERS: Total number of people served through Food Pantry                                       | 64  |
| OP: Number of meals prepared and served (NOT including any USDA or GNAP foods)                       | 0   |
| OP: Number of meals prepared and served using any amount of USDA foods                               | 0   |
| OP: Total number of meals prepared and served  | 23  |
| USDA: Number of Households which received USDA (number of completed TEFAP forms)                     | 117 |
| USDA: Number of Mobile Pantry Distributions you hosted this month                                    | 1   |
| USDA: Number of people served through Mobile Pantry Distribution(s)                                  | 117 |



Go to page:  Show rows:  1-11 of 11

- 5
- 10
- 20
- 50

# AGENCY STATISTICS

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

Active Inactive

Export Data Add New A

|                      | Period Type | Collection Period | Effective Date | Comment   | Submitted On        | Group           |
|----------------------|-------------|-------------------|----------------|---|---------------------|-----------------|
| <a href="#">Edit</a> | Monthly     | November 2024     | 11/30/2024     | Submitted by Agency via Primarius Web Window at 11/2... | 11/22/2024 10:42 AM | FP/OP GNAP/USDA |
| <a href="#">View</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 |
| <a href="#">View</a> | Monthly     | August 2024       | 8/31/2024      | Submitted by Agency via Primarius Web Window at 09/1... | 09/18/2024 09:10 PM | FP/OP GNAP/USDA |
| <a href="#">View</a> | Monthly     |                   |                |   |                     |                 |
| <a href="#">View</a> | Monthly     |                   |                |   |                     |                 |
| <a href="#">View</a> | Monthly     |                   |                |   |                     |                 |
| <a href="#">View</a> | Monthly     |                   |                |   |                     |                 |
| <a href="#">View</a> | Monthly     |                   |                |   |                     |                 |
| <a href="#">View</a> | Monthly     |                   |                |   |                     |                 |

You can review any previously submitted reports on the **“Statistics”** page. You can even edit your reports from this page until the end of the day on which you began your submission. Afterward, statistic reports can only be edited by your Food Access Coordinator.

# Statistics Questions Explained

## GNAP: At-Risk

The number of households who completed a GNAP form and received any amount of GNAP food.

Report a completed GNAP form as an At-Risk household if the household notes their Income OR receives SNAP, Medicaid, or SSI. Most households will be counted as At-Risk.

A household is *not* reported as “At-Risk” if they mark that they receive TANF. For the purposes of reporting statistics, a household is either “At-Risk” OR “TANF”, not both.

1 completed GNAP form *without TANF checked* = 1 “GNAP At-Risk household”

# Statistics Questions Explained

## **GNAP: TANF Recipients (Uncommon)**

The total number of TANF households (Temporary Assistance for Needy Families program) who completed a GNAP form and received any amount of GNAP food.

Report a completed GNAP form as a TANF household if the household marks that they currently receive TANF, regardless of what they mark on the rest of the form. For the purposes of reporting statistics, a household is either “At-Risk” OR “TANF”, not both.

Please note that it is uncommon to receive TANF benefits, and *it is likely that this statistic will be very low in most months.*

**TANF (monthly benefits for basic needs) and TEFAP (food) are different.**

# Statistics Questions Explained

## **GNAP: Meals Prepared and Served**

The total number of meals prepared and served to GNAP households using any amount of GNAP foods.

A TANF household that completes a GNAP form and is served a meal would be counted as both “1 GNAP: TANF household” AND “1 or more Meals Prepared and Served” (depending on how many meals are actually served).

An At-Risk household that completes a GNAP form and is served a meal would be counted as both “1 GNAP: At-Risk household” AND “1 or more Meals Prepared and Served” (depending on how many meals are actually served).

**Children served directly without an adult present should be reported as “Meals Prepared and Served.” Children may be served directly with GNAP in any form, including with prepared meals, backpacks, or meal kits. 1 child served = 1 “GNAP meal prepared and served.”**

# Program Requirements Checklist

- Complete & submit 2026 GNAP MOU.
- Have appropriate storage space and/or access to a distribution site.
- Collect GNAP forms when distributing GNAP product to adults with children.
- Submit GNAP statistics every month.
- Ensure all GNAP product received is distributed before August 31, 2026.

# Questions?

*Please contact your Food Access Coordinator.*

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**EVERY NEIGHBOR.  
WITH ENOUGH FOOD.  
EVERYDAY.**