



America's Second Harvest
of Coastal Georgia

www.helpendhunger.org

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Agency Food Distribution • Brown Bag for the Elderly • Grace's Kitchen • Kids Cafe • Mobile Food Pantry

This Memorandum of Understanding (MOU) is made between America's Second Harvest of Coastal Georgia (ASH) and the Partner Agency:

(agency name and code)

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

1. The Partner Agency must remain a partner in good standing and adhere to all stipulations of the ASH Partner Agency Agreement and the additional stipulations of the GNAP program according to the training provided to the Partner Agency and as outlined in this MOU.
2. The Partner Agency affirms that it has completed the mandatory GNAP training provided by ASH.
3. The Partner Agency agrees that it will distribute all GNAP products ordered through ASH 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 Partner Agency.
4. The Partner 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 Partner Agency.
5. The Partner Agency agrees that it will fully distribute all GNAP food received from ASH within the defined four-month ASH GNAP Distribution period. No GNAP food may be stored or distributed by the Partner Agency outside of the ASH GNAP distribution period.
6. The Partner Agency agrees to immediately inform their ASH Agency Relations Coordinator of any GNAP food it may not be able to distribute *at least* 30 days prior to the end of the four-month ASH GNAP distribution period.

7. In the event of the termination of the ASH Partner Agency Agreement or the GNAP MOU, the Partner Agency agrees to return to ASH all GNAP food on hand when the agreement is terminated.
8. ASH reserves the right to reclaim any GNAP products the Partner Agency is not able to distribute within the four-month ASH GNAP distribution period.
9. ASH 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 Partner 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 Partner agency is an active partner of ASH. This Agreement may be terminated upon 14 days written notice on the part of either party. ASH 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 Partner Agency. Any termination of this Agreement shall be in accordance with applicable laws and regulations.

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

Signatures:

Partner Agency Director Date

ASH Representative Date