Gateway Qualifying Activities Reporting How-To Guide

For Georgia Pathways to Coverage™ (Pathways) Members

Reporting Qualifying Activity Hours Each Month

All Pathways members are required to report their qualifying activities hours each month unless they are enrolled in the Georgia Vocational Rehabilitation Agency (GVRA), or their qualifying activity hours are electronically verified.

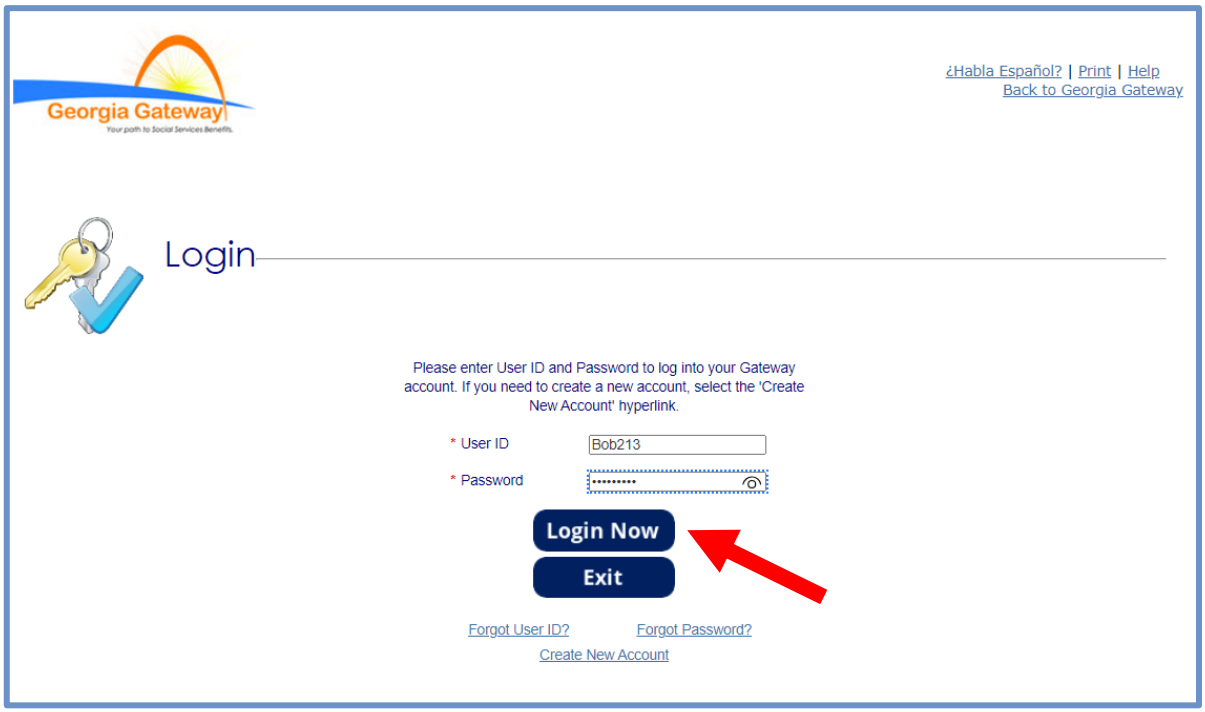
To have hours electronically verified, members must agree to have their hours electronically verified during the application process and must participate in qualifying activity hours via:

- Georgia Vocational Rehabilitation Agency
- Technical College System of Georgia
- University System of Georgia
- Some employers*

**Please call the customer contact center at 1-877-423-4746 to confirm if the system can verify your hours electronically.*

Report My Qualifying Activities: Step 1

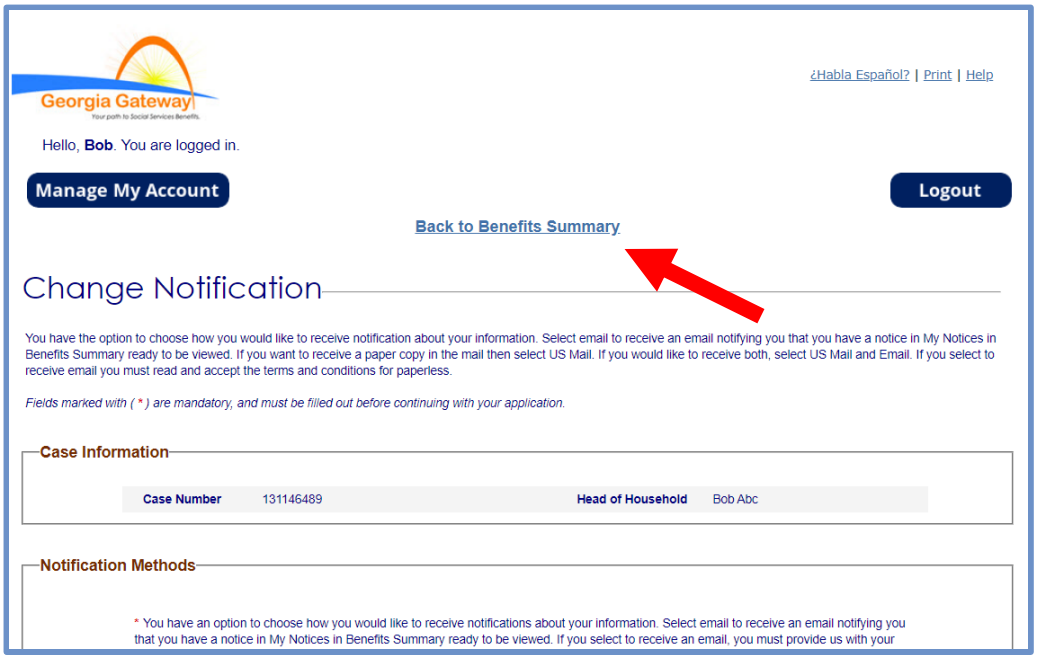
1a. Complete both fields and click “Login Now.”



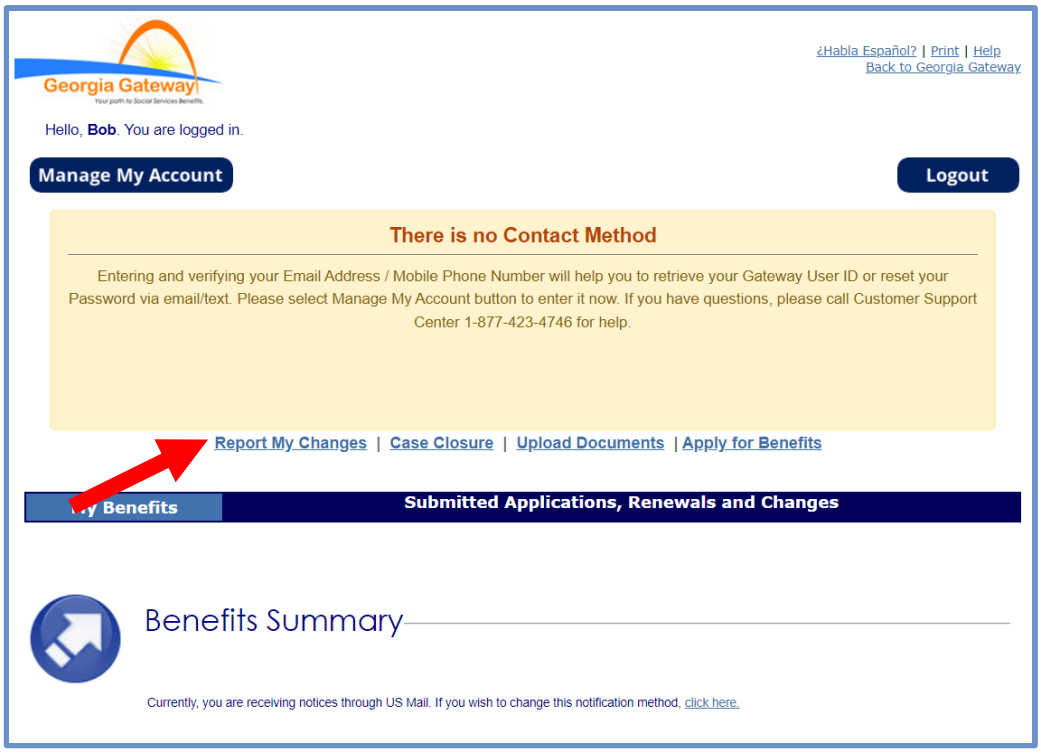
1b. Read Confidentiality Agreement and click “I Accept.”

Report My Qualifying Activities: Step 2

2a. If the Change Notification screen appears, please click “Back to Benefits Summary” at the top of the page.



2b. Select “Report My Changes” in the header to report qualifying activity hours. Even if your hours have not changed since last month, you must select “Report My Changes” to report them.



Report My Qualifying Activities: Step 3

3a. Select “Someone needs to submit a report of Pathways Qualifying Activities or make a change to their Pathways Qualifying Activities.”

3b. Then, click “Next.”

The order of options may vary based on your individual case. Please read the text carefully before making a selection.

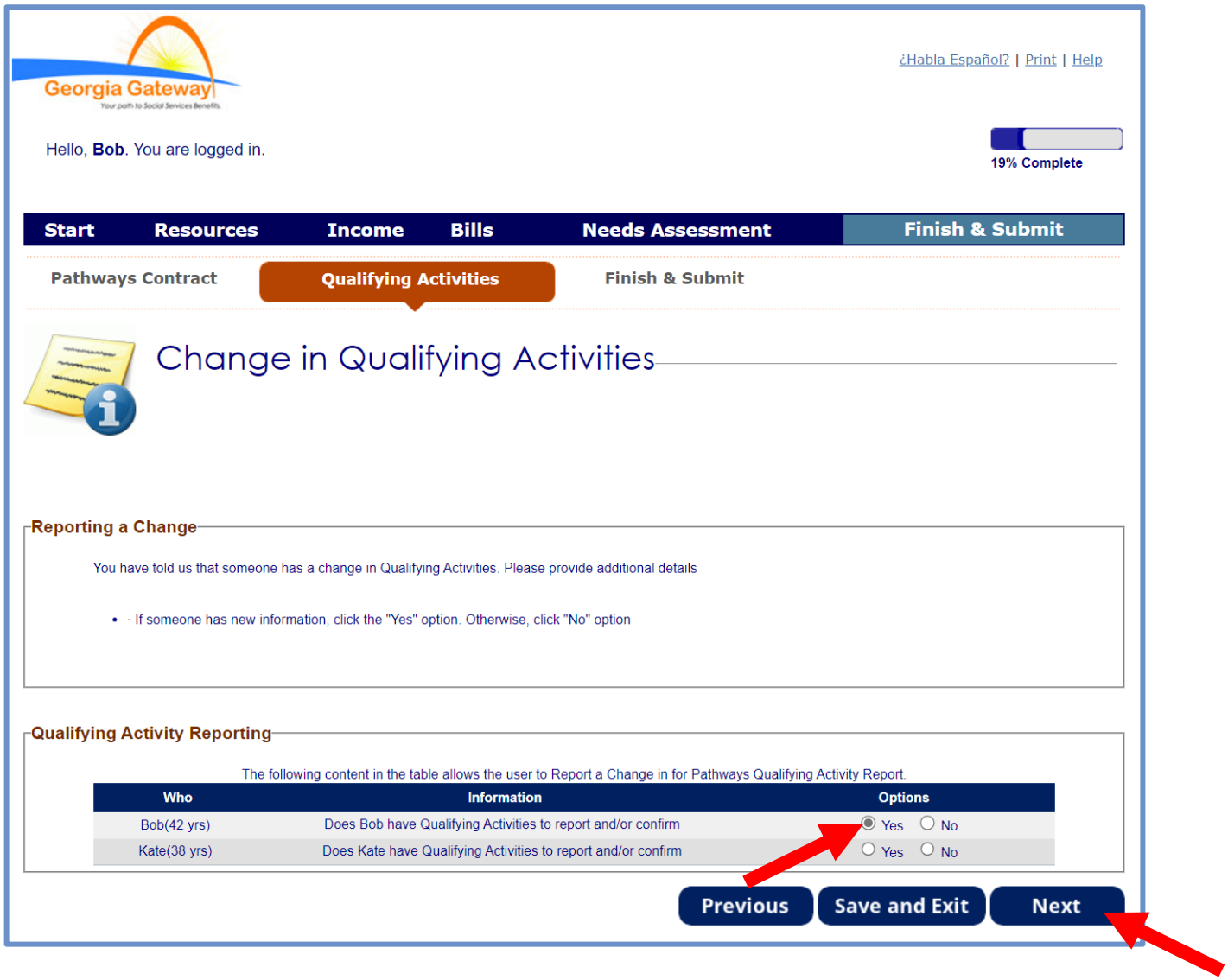
Report My Qualifying Activities: Step 4

This screen will list everyone in your household who is enrolled in Pathways and required to report qualifying activity hours.

4a. You need to select “Yes” for all the members for whom you are entering hours.

4b. Then, click “Next.”

If you select more than one member, you will be directed to submit hours for each member in the order they are presented on this screen. Once you submit the first member’s hours, you will be directed to submit hours for the next member.



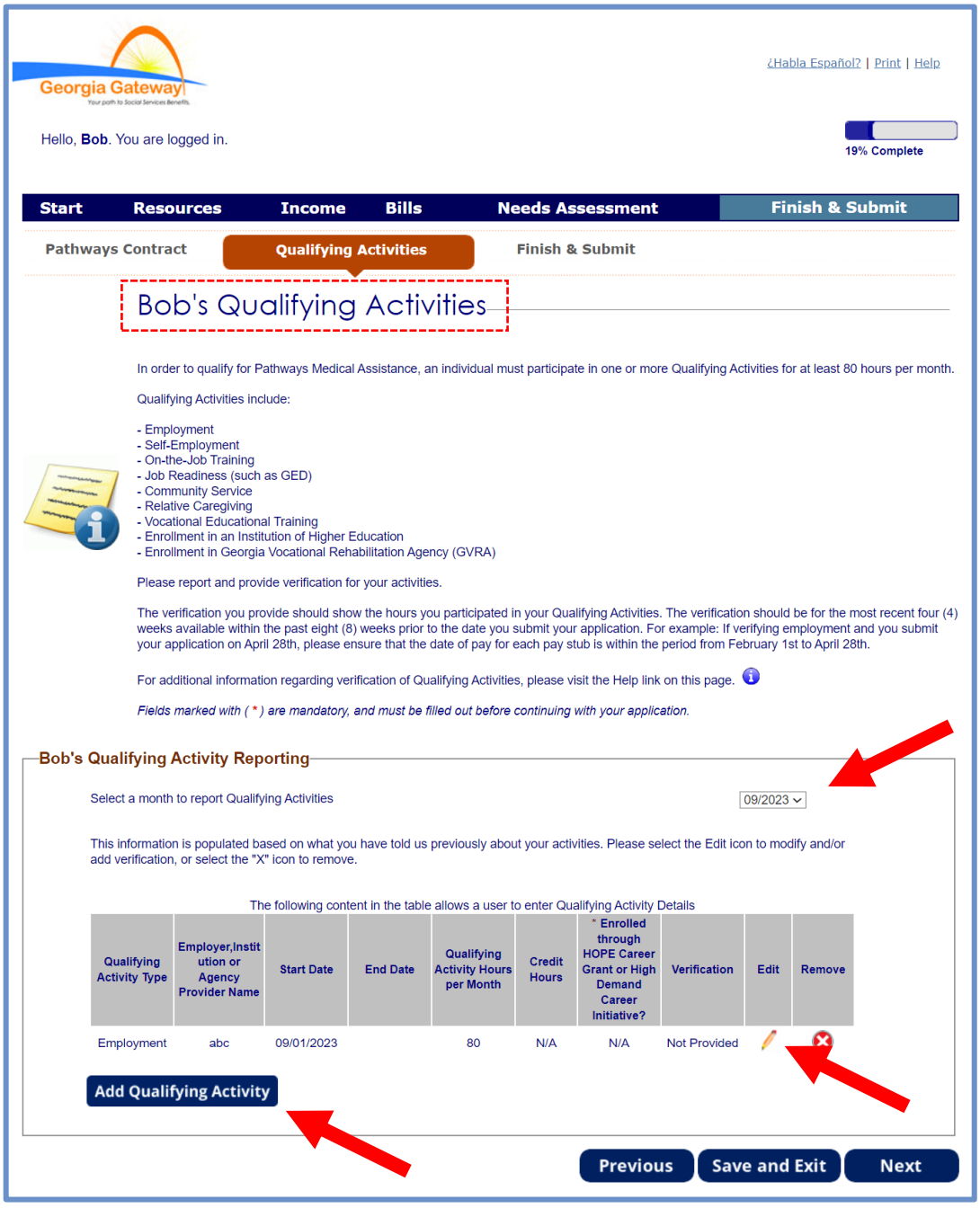
Report My Qualifying Activities: Step 5

5a. If you are reporting qualifying activities for multiple people, review the name at the top of the screen to make sure you report hours for the correct person.

5b. Confirm that the month for which you are reporting is displayed in the dropdown.

5c. Click the pencil icon if you need to edit your previously entered qualifying activity hours (for example, if you entered an incorrect number of hours).

5d. Click “Add Qualifying Activity” to report your qualifying activity hours for the month.



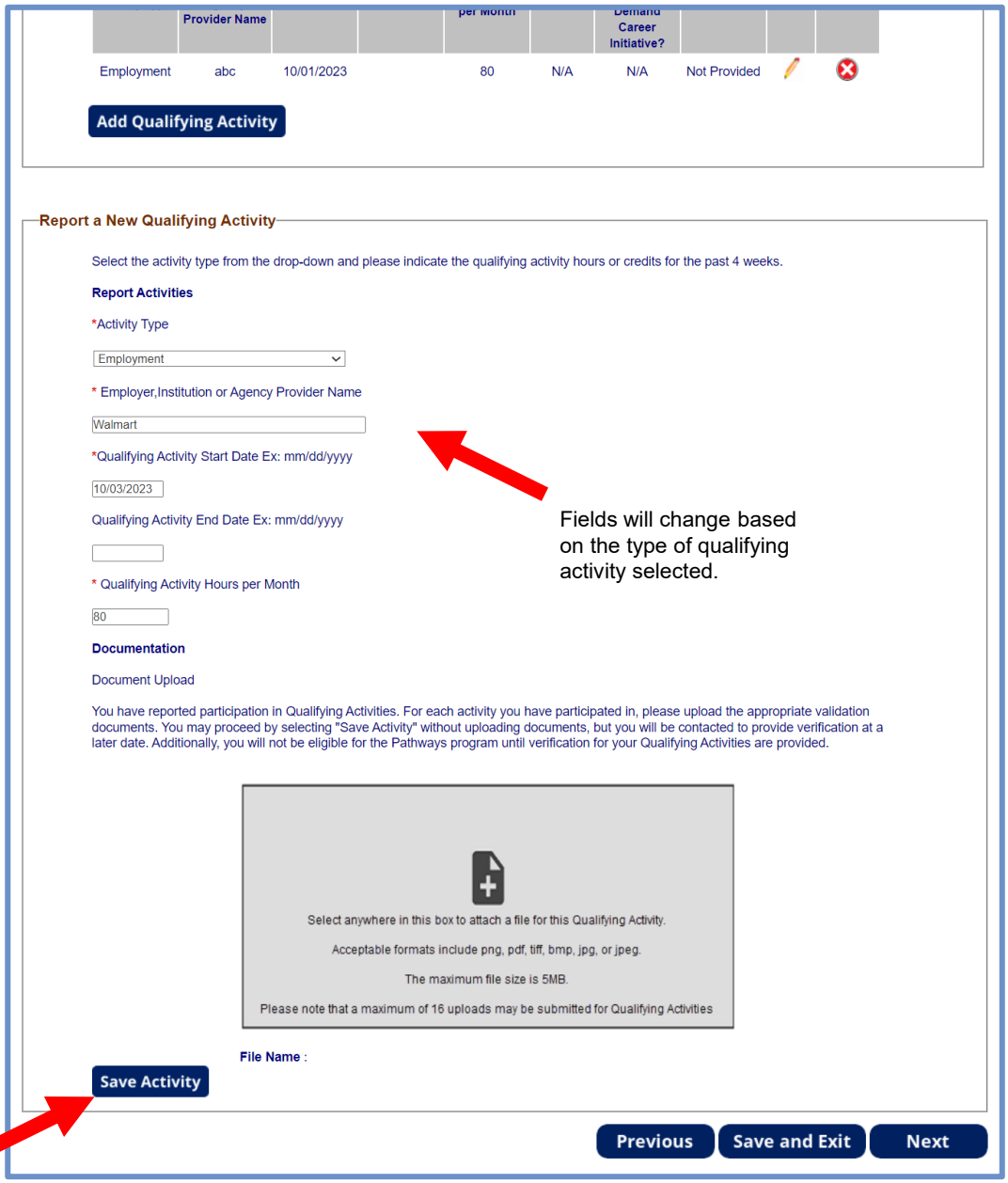
Report My Qualifying Activities: Step 6

The Report a New Qualifying Activity section displays after you select the “Add Qualifying Activity” button.

6a. Complete all required fields.

6b. Click anywhere in the gray box to start the process for uploading supporting documentation. Accepted file types include png, pdf, tiff, bmp, jpg, or jpeg. For more information on acceptable documentation, visit dch.georgia.gov/georgiapathways/pathways-reporting.

6c. Click “Save Activity.”

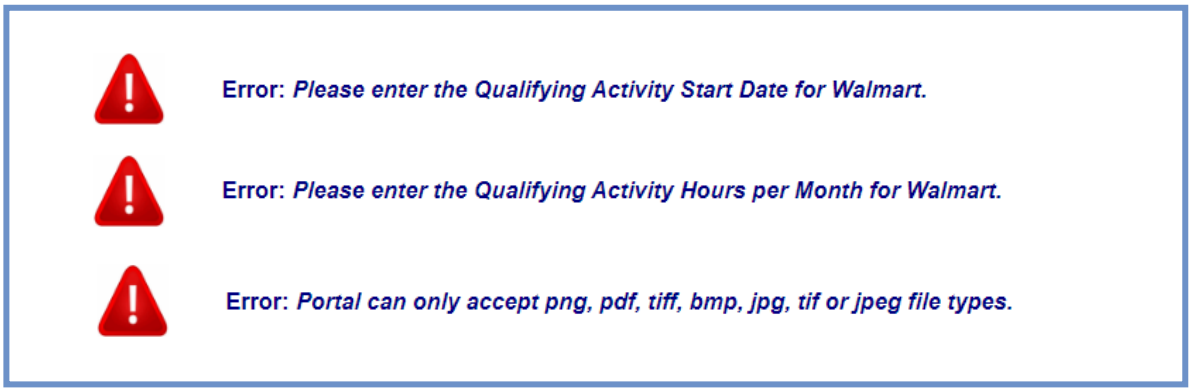


Report My Qualifying Activities: Step 6 Potential Warning Messages

If you have entered incomplete or incorrect information in the Report a New Qualifying Activity section, you may receive an error or warning message.
If you did not receive any warning messages, please proceed to step 7.

Error messages may appear in the page header when you click “Save Activity.”

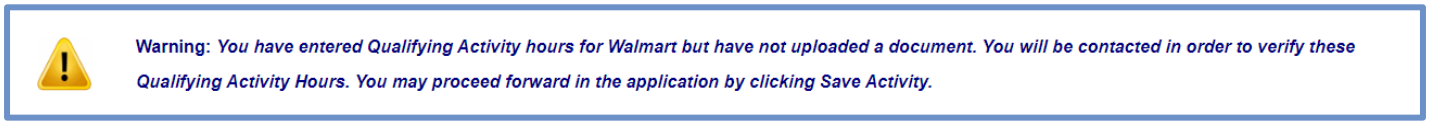
6d. Resolve the error to move forward.



Warning messages may appear in the page header when you click “Save Activity.”

6e. If you are able, resolve the problem before moving forward.

6f. If you do not, someone will contact you to resolve the problem.



Report My Qualifying Activities: Step 7

7a. Confirm you have reported all qualifying activity hours.

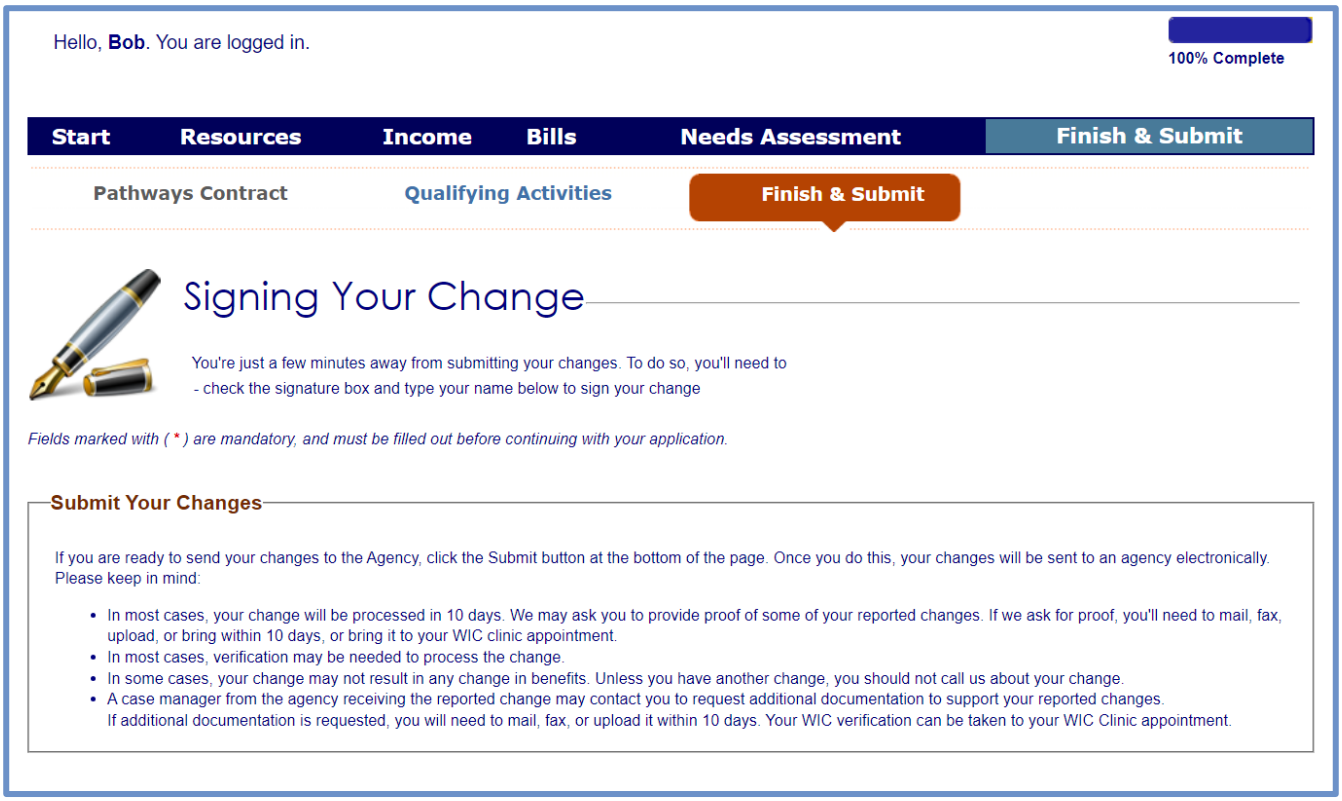
7b. Click the pencil icon if you need to make any changes to your qualifying activity entries.

7c. Then, scroll down and click “Next.”

If you selected more than one person for whom to report in step 4, once you click “Next” you will be directed to repeat this same process to submit their qualifying activity hours.

Report My Qualifying Activities: Step 8

8a. Read through the text on the Signing Your Change page.



Report My Qualifying Activities: Step 8 continued

8b. If you would like to register to vote, follow the instructions in the Voter Registration box.

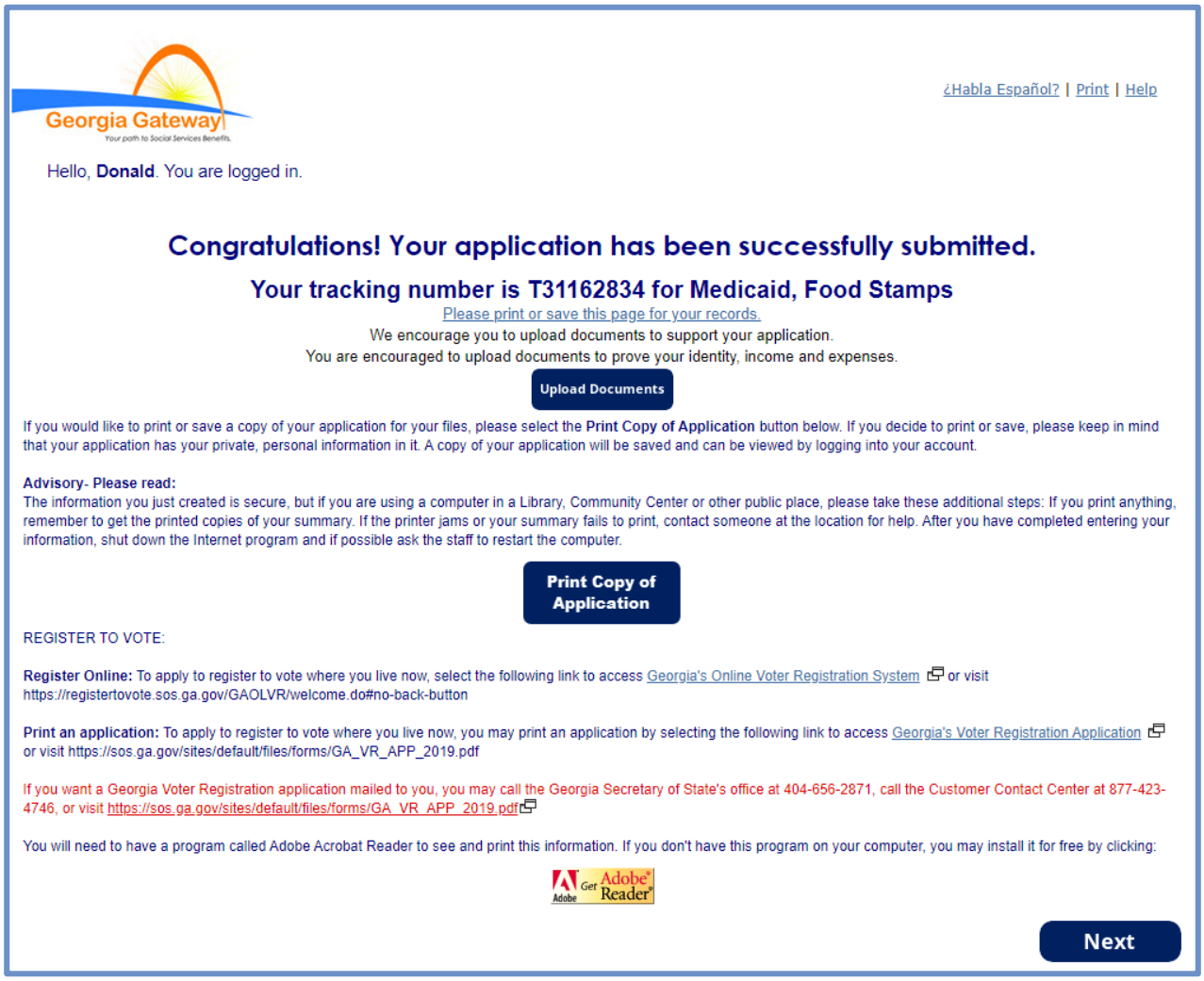
8c. Check the box in the Electronic Signature box and complete all fields.

8d. Then, choose one of the three “Submit” buttons.

- Submit and apply to register to vote where you live now.
- Submit and do not apply to register to vote where you live now.
- Submit and do not answer the voter registration question.

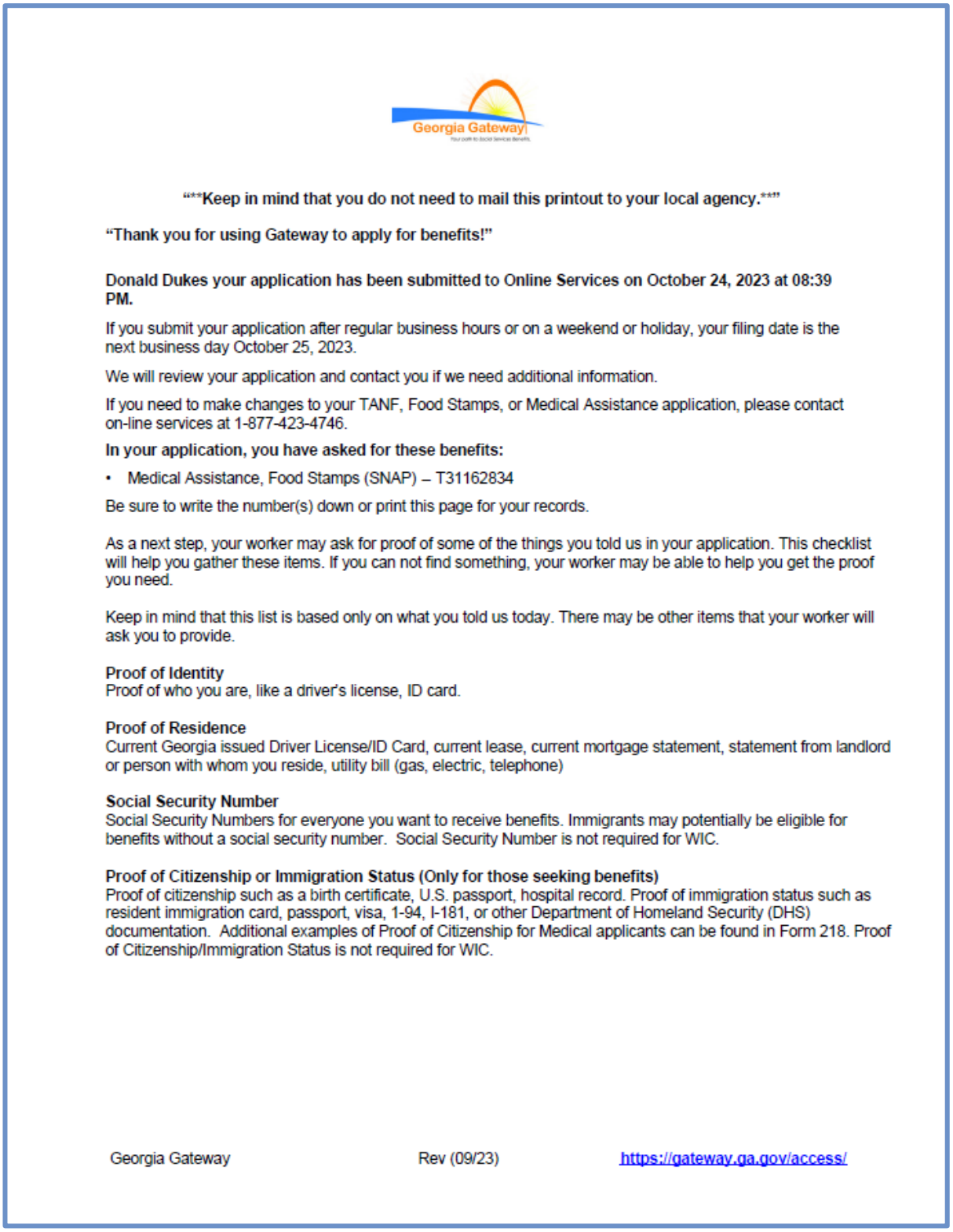
Final Submission

Once you have provided your signature, you will receive a tracking number that you can reference if you need to inquire about your qualifying activities submission.



Final Submission

You will also receive a self-service pdf that confirms your qualifying activities submission.



Georgia Gateway

"***Keep in mind that you do not need to mail this printout to your local agency.***"

"Thank you for using Gateway to apply for benefits!"

Donald Dukes your application has been submitted to Online Services on October 24, 2023 at 08:39 PM.

If you submit your application after regular business hours or on a weekend or holiday, your filing date is the next business day October 25, 2023.

We will review your application and contact you if we need additional information.

If you need to make changes to your TANF, Food Stamps, or Medical Assistance application, please contact on-line services at 1-877-423-4746.

In your application, you have asked for these benefits:

- Medical Assistance, Food Stamps (SNAP) – T31162834

Be sure to write the number(s) down or print this page for your records.

As a next step, your worker may ask for proof of some of the things you told us in your application. This checklist will help you gather these items. If you can not find something, your worker may be able to help you get the proof you need.

Keep in mind that this list is based only on what you told us today. There may be other items that your worker will ask you to provide.

Proof of Identity
Proof of who you are, like a driver's license, ID card.

Proof of Residence
Current Georgia issued Driver License/ID Card, current lease, current mortgage statement, statement from landlord or person with whom you reside, utility bill (gas, electric, telephone)

Social Security Number
Social Security Numbers for everyone you want to receive benefits. Immigrants may potentially be eligible for benefits without a social security number. Social Security Number is not required for WIC.

Proof of Citizenship or Immigration Status (Only for those seeking benefits)
Proof of citizenship such as a birth certificate, U.S. passport, hospital record. Proof of immigration status such as resident immigration card, passport, visa, 1-94, I-181, or other Department of Homeland Security (DHS) documentation. Additional examples of Proof of Citizenship for Medical applicants can be found in Form 218. Proof of Citizenship/Immigration Status is not required for WIC.

Georgia Gateway Rev (09/23) https://gateway.ga.gov/access/