State of New Jersey

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To: Recipient Agencies Receiving USDA Foods

From: Janet Hawk, Acting Director
                Division of Food and Nutrition

Date: February 22, 2011

Subject: Administrative Charges for Commodities Received

The Food Distribution Programs section of the Division of Food and Nutrition is pleased to inform all recipient agencies (RA) that all administrative charges will be TEMPORARILY SUSPENDED for both warehouse and finished processed commodities received between the months of February 2011 through the end of June 2011. Therefore, no invoices for warehouse commodities will be issued to RAs for the months of February through June 2011. The amounts of accepted commodities for each month, along with their market value, will be available to the RAs from the finalized picking tickets that can be accessed in SNEARS. Invoices will continue to be issued for processed commodities received in the months of February – June 2011, with a zero balance due, so that RAs will have the complete information of what was received and the market value.

Please note that this is a TEMPORARY suspension of administrative charges. Beginning with the next state fiscal year (2011-2012), for both warehouse and processed commodities received in the month of July 2011 and going forward, a per-case administrative charge WILL be reinstated. However, the amount of the administrative charge for next school year is yet to be determined. The reinstated charge will most likely be less than the current $2.35 per case for the warehouse commodities – it definitely will not be greater than $2.35/case. The per-case administrative charges for processed commodities will most likely return to the current levels, beginning with finished commodities received in July 2011.

If you have any questions please contact Kory Burtnett at 609-777-0537 or Melissa Campbell at 609-984-2232.