



# State of New Jersey

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To: School Business Administrators  
Charter School Leads  
Food Service Directors  
Non-Public School Administrators

From: Janet Hawk, Coordinator  
School Nutrition Programs

Date: October 3, 2011

Subject: National School Lunch Program – October Report Deadlines

This memo is to remind all Local Education Agencies (LEA) participating in the School Nutrition Programs of two required reports that must be submitted in SNEARS, as follows:

- 1. Part 1, Verification Summary Report – timeline: October 1 – October 15, 2011**
  - a. Required of all LEAs participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP), **except** Residential Child Care Institutions that do not have day students.
  - b. Submit number of free and reduced price eligible students and applications on file as of October 1, 2011
    - i. The report requires reporting free eligibility in three categories:
      1. Those not subject to verification
        - a. directly certified
        - b. homeless, runaway, or migrant
        - c. foster children with DYFS letter of certification
      2. Those that are categorically eligible
        - a. applications with NJ SNAP/TANF case numbers
        - b. applications for foster children
      3. Those that are eligible based on reported income
    - c. The system will calculate and provide the number of applications that must be verified, which is 3% of the total applications on file as of October 1, 2011.
    - d. REMINDER: applications to verify **MUST** be pulled from the error prone applications; if there are not enough error prone applications, the remaining applications must be selected randomly.
    - e. REMINDER: federal regulations require that the verification process be completed by November 15, 2011.

**2. Food Safety Inspection Report – timeline: October 1 – October 31, 2011**

- a.** Required for all LEA's participating in NSLP and/or SBP
- b.** Report the number of health department inspections that were done **in each site's** kitchen or meal service/prep area, during the 2010-2011 school year.
- c.** This report is required even if food preparation is not done at the site, but vended meals are served.

Links to access the reporting screens for both of these reports will be available on October 1, 2011. Your timely attention to these reporting requirements is appreciated.