



State of New Jersey

DEPARTMENT OF AGRICULTURE
33 West State Street 4th Floor
PO Box 334
TRENTON NJ 08625-0334

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DOUGLAS H. FISHER
Secretary

To: Public and Non-Public Recipient Agencies (RA's) Participating
In the NJ Commodity Distribution Program

From: Jacqueline Thomas, Senior Management Assistant
Division of Food and Nutrition

Date: September 6, 2011

Subject: Commodity Training at the Commodity Food Show



Please share this memo with the appropriate personnel. Processing and Warehouse allocations are options available to Districts. This workshop will assist in maximizing the value of USDA Commodities received each school year, resulting in potential food cost reductions.

EXTRA COMMODITES FOR PROCESSING

WILL BE MADE AVAILABLE TO RA's ATTENDING THE SHOW!!!

One representative from the RA must be present. Individuals representing multiple RA's will not qualify.

Commodity Selection Worksheet (CSW)

The NJ Food Distribution Program (NJFDP) has renamed their annual Selection Worksheet to Commodity Selection Worksheet (CSW) for 2012-2013 School Year. First, Recipient Agencies (RA) will learn how to choose their entitlement percentages for warehouse and processed commodities. Then, from a listing of all commodities available for processing, RAs will be instructed on how to make their diversion selections.

Two trainings will be held and there will be helpdesks throughout the Food Show. Topics will include: Commodity Processing 101, How to fill out your CSW, Timelines, Value Pass-Through Systems, Monitoring Inventory, and Warehouse Information. **DON'T MISS THIS OPPORTUNITY! THIS IS THE ONLY SCHEDULED TRAINING.**

Please bring a calculator!!!

Pre-Registration by email is required: Email the enclosed registration form to peggy.salano@ag.state.nj.us .

Directions to the Commodity Food Show can be obtained by clicking on the Locations link at <http://www.sunnationalbankcenter.com/directions-parking.php>

<u>DATE/TIME</u>	<u>LOCATION</u>
November 17, 2011 Morning Session 9:30am – 11:00am	Commodity Processing 101 NJ Commodity Food Show Sun National Bank Center-Mercer Arena New Jersey, NJ 08611
November 17, 2011 Afternoon Session 2:00pm -3:30pm	Commodity Processing 101 NJ Commodity Food Show Sun National Bank Center-Mercer Arena New Jersey, NJ 08611
Help-Desks throughout the Show	Main Area of Food Show



The theme for this show is Mardi Gras!

Anyone wearing a mask will be in our contest!

There will be a prize for the best mask in the following categories:

- *most festive*
- *best use of food*
- *most innovative*



**New Jersey Department of Agriculture
Food Distribution Program
Training Registration Form**



Commodity Processing Training

Email Form to: peggy.salano@ag.state.nj.us

Upon receipt of this registration form, we will send you a confirmation.

*Need additional information call 609-292-0337
Please complete a separate form for each registrant*

Name:	
Title:	
School District:	
Telephone Number:	
Fax Number:	
E-Mail Address:	

Place an “X” next to the workshop session you will attend:

	November 17, 2011	Food Show at Sun Center Session One Commodity Processing 101 9:30am – 11:00am
	November 17, 2011	Food Show at Sun Center Session Two Commodity Processing 101 2:00pm – 3:30pm