



State of New Jersey


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To: School Business Administrators; Charter School Leads; Non Public School Administrators;
Food Service Directors of Schools Participating in the School Nutrition Programs

From: Janet Hawk, Coordinator
School Nutrition Programs 

Date: September 6, 2011

Subject: "Back to School" Information and Reminders

Another new school year already! And, we are in the midst of and in the forefront of many changes to the School Nutrition Programs, as a result of the Healthy, Hunger-Free Kids Act of 2010. Please take a few moments to read the important reminders and updates noted below:

- Direct Certification (DC) (see memos from 07/06/2011 and 08/31/2011)
 - Must be done three times (by schools in the National School Lunch (NLSP) or breakfast (SBP) programs)
 - Must be done doing a file upload of the entire school/school district database into the SNEARS DC program.
 - Many improvements and enhancements to the system
- Application Packets for FY 2012
 - Application packets must be submitted and certified by September 30, 2011 in order to participate in the School Nutrition Programs for the 2011-2012 school year, which is effective as of October 1, 2011.
 - The FY 2012 packet is accessed by clicking on the *Program Management* menu tab at the top of the screen in SNEARS.
 - **NOTE:** Any changes effective for September 2011 (user name or contact information changes; program additions/deletions; school information changes) must be made in the FY 2011 Application Packet, located under the *Current Application Packet* menu tab.
 - **IMPORTANT:** Always keep information updated - especially user names and email addresses, by revising the Schedule A at any time changes need to be made.

REMINDER: After certifying all of the required documents, the final application packet button must be certified in order for state staff to be notified to review and approve the packet. All packet information must be approved by state personnel in order to participate in any of the School Nutrition Programs.

- Farm to School Programs
 - *Jersey Fresh* Farm to School Week is September 26 – 30, 2011. Information and memos were distributed on Aug. 22 and 29. We hope all schools will menu *Jersey Fresh* produce during that

week!

- National Farm to School Month is in October. More time to highlight the use of locally grown products in the school lunch programs.
- Visit the state and federal websites for resources and information, including a Farm to School Week toolkit located on the state's site:
 - http://www.state.nj.us/agriculture/divisions/fn/childadult/farm_to_school.html
 - <http://www.fns.usda.gov/cnd/F2S/default.htm>
- Eat Right, Move More program
 - Once again, the NY Jets are partnering with the NJ Department of Agriculture to sponsor the *Eat Right, Move More* program. Posters are being mailed to each district in a quantity sufficient for displaying two posters in each school cafeteria.
 - Be on the look-out for the application to participate in this program, which will be posted on the SNEARS messages/memos page by mid-September.
- Free Water for Students (memo issued 6/2/2011) – for schools in the NSLP
 - As of the 2011-2012 school year, free potable water must be available to the students in the eating areas of all schools, during the lunch service periods.
- Verification Summary Report (for schools in the NSLP or SBP)
 - As was required last year, part 1 of the verification summary report must be submitted in SNEARS between October 1 and October 15, 2011. Verification trainings have been scheduled (see memo posted in SNEARS), and more information will follow.
- Food Safety Inspection Report (for schools in NSLP or SBP)
 - LEAs will be required to report the number of health/sanitation inspections each school/site had during the 2010 – 2011 school year. The report must be submitted in SNEARS between October 1 and October 31.
- National School Lunch Week, October 10 – 14, 2011
 - The theme this year is “School Lunch – Let’s Grow Healthy”. The theme provides the opportunity to try something new and promote locally sourced foods – in conjunction with the National Farm to School Month in October.
 - Information, tools and resources are available by clicking on the *NSLW 2011* link on the School Nutrition Association website, at www.schoolnutrition.org
- Archived Memos
 - A new resource category has been created under SNEARS Resources, called “Archived Memos”. Important past informational memos will be stored there after being issued and maintained on the message and memos page in SNEARS for an initial period of time.
- Indirect Cost Guidance Manual
 - USDA has developed a detailed Indirect Cost Guidance Manual that addresses and clarifies what costs are allowable or not allowable to be charged against the food service accounts. The manual is posted under Resources in SNEARS, under the category “Financial Management”.

Thank you for all you do to provide nutritious, low cost meals to our state's children in school!