



# State of New Jersey


DEPARTMENT OF AGRICULTURE  
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CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

To: All Public, Charter School Leads and Non-Public Local Education Agencies (LEAs)  
Participating in the National School Lunch Program

From: Janet Hawk, Coordinator  
School Nutrition Programs 

Date: September 12, 2011

Subject: Fiscal Year 2012 Verification Workshop Schedule – **Another workshop added**

Please share this memo with the appropriate personnel.

Child Nutrition Program staff will be conducting workshops for school personnel responsible for verifying free and reduced price applications. Workshop participants will learn correct procedures for verifying household applications, completing forms and the online verification summary.

⇒ Attendance at the workshop is ***strongly suggested*** if:

- ✓ You are new to the verification process
- ✓ You had verification deficiencies cited on a recent Coordinated Review Effort (CRE)
- ✓ You are interested in a “refresher” course

⇒ You ***should not attend*** these workshops if any of the following apply:

- ✓ You only participate in the Special Milk Program
- ✓ You only claim meals at the paid rate of reimbursement
- ✓ You are a Residential Child Care Institution (RCCI)

The workshop will begin promptly at 10:00 a.m. and conclude by 1:00 p.m. *Please bring a pocket calculator to the workshop.* One-on-one assistance will be available after the workshop.

**Pre-registration by fax is required:** Fax the enclosed registration form to (609) 984-0878.

Directions to all workshop locations can be obtained by clicking on the Workshop Locations link at [www.nj.gov/agriculture/divisions/fn](http://www.nj.gov/agriculture/divisions/fn). Refreshments will not be provided. If the site permits, please feel free to bring your own.

If school personnel are unable to attend the workshops, “Guidance for the Verification Process” (Form 273) and all other forms are available at: [www.nj.gov/agriculture/applic/forms/#6](http://www.nj.gov/agriculture/applic/forms/#6).

## VERIFICATION WORKSHOPS

	<u>DATE</u>	<u>SITE</u>
<b><u>NORTH</u></b>	Tuesday, September 20, 2011	<b>Bergen County Office of Education The Learning Center, 4<sup>th</sup> floor</b> One Bergen County Plaza Hackensack, NJ 07601
	Wednesday, September 21, 2011	<b>Archdiocese of Newark- Auditorium</b> 171 Clifton Ave. Newark, NJ 07104
<b><u>Added Workshop</u></b>	Friday, September 30, 2011	<b>Hopatcong Board of Ed Conference Room</b> 2 Windsor Ave. Hopatcong, NJ 07843
<b><u>CENTRAL</u></b>	Thursday, September 22, 2011	<b>Monmouth County Agriculture Building Conference Room 1</b> 4000 Kozloski Road Freehold, NJ 07728 Park in lot in rear of building. <b><i><u>Food and beverages not allowed in meeting room.</u></i></b>
	Wednesday, September 28, 2011	<b>NJ Forensic Science Technology Center Auditorium</b> 1200 Negron Drive Hamilton, NJ 08691 Park in lot rear of building. <b><i><u>Food and beverages not allowed in meeting room.</u></i></b>
<b><u>SOUTH</u></b>	Friday, September 23, 2011	<b>Gloucester County College Instructional Center: Room IC 430</b> 1400 Tanyard Road Sewell, NJ 08080
	Tuesday, September 27, 2011	<b>Richard Stockton College of New Jersey Carnegie Library Center: Room 211</b> 35 S. Dr. MLK, Jr. Blvd. Atlantic City, NJ 08401

**New Jersey Department of Agriculture  
Bureau of Child Nutrition Programs  
Workshop Registration Form**

*Verification*

**Fax Form to: 609-984-0878**

*Please complete a separate form for each registrant*

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

**Faxing in this form confirms that the above registrant will attend the workshop noted below:**

	September 20, 2011	Bergen County Office of Education
	September 21, 2011	Archdiocese of Newark
	September 22, 2011	Monmouth County Agriculture Building
	September 23, 2011	Gloucester County College
	September 27, 2011	Carnegie Library Center-Richard Stockton College of New Jersey
	September 28, 2011	NJ Forensic Science Technology Center
	September 30, 2011	Hopatcong Board of Education

*Place an "X" next to date/location of workshop attending.*