



State of New Jersey

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

JON S. CORZINE
Governor

CHARLES M. KUPERUS
Secretary

To: County Superintendents/Business Administrators
Superintendents/Board Secretaries/School Business Administrators (Public Schools)
Chief School Administrators (Nonpublic Schools)
Food Service Directors
Archdiocese Offices
Special Milk Program (SMP) Sponsors

From: Janet Renk, Acting Coordinator
School Nutrition Programs

Date: May 2007

Re: Fiscal Year 2008 Free and Reduced Price School Meals Household Application
Workshop and Schedule for Determining Officials

Please be certain to share this correspondence with the appropriate parties.

Child Nutrition Program Specialists will be conducting workshops for school personnel responsible for determining the school meal applications. The objective of the workshop is to gain insight into the entire process of determining the household applications at the central level. This year there are no significant changes to the determination process. Workshops are targeted for new determining officials; however, any individuals who desire a “refresher” course are encouraged to attend.

Following is a list of workshop dates, locations, and directions. Pre-registration is required due to limited space. To register, call the Bureau of Child Nutrition at 609-984-0692. The workshops will begin promptly at 10:00 am and conclude at 1:00 pm. Light refreshments will be available at 9:30 AM. One-on-one assistance will be available after the workshop. Please bring a pocket calculator to the workshop.

To further assist you in the determination process, the determining official’s guidance and sample forms can be accessed at www.state.nj.us/agriculture/applic/forms/

This training has been approved for two New Jersey School Nutrition Association (NJSNA) continuing education credits. Please note that separate workshops will be held in September for school personnel involved in the verification process.

DETERMINING OFFICIALS WORKSHOPS 2007

	<u>DATE</u>	<u>SITE</u>	<u>ADDRESS</u>
<u>NORTH</u>	June 28, 2007	Morris Co. Police and Fire Academy Refreshments not allowed in training room	500 W. Hanover Avenue Parsippany
	July 17, 2007	Bergen County Office of Education (The Learning Center)	One Bergen County Plaza Hackensack
	July 25, 2007	Newark Archdiocese	Archdiocese Center 171 Clifton Center Newark
	August 15, 2007	Morris Co. Police and Fire Academy Refreshments not allowed in training room	500 W. Hanover Avenue Parsippany
	August 21, 2007	Hopatcong Board of Education	2 Windsor Avenue Hopatcong
	August 28, 2007	Bergen County Office of Education (The Learning Center)	One Bergen County Plaza Hackensack
	September 7, 2007	Morris Co. Police and Fire Academy Refreshments not allowed in training room	500 W. Hanover Avenue Parsippany
<u>CENTRAL</u>	June 27, 2007	Monmouth County Superintendent's Office	3680 Highway 9 South 4 th Floor Freehold
	July 24, 2007	Monmouth County Superintendent's Office	3680 Highway 9 South 4 th Floor Freehold
	July 31, 2007	Robbinsville, New Jersey Association of School Boards Office	4 AAA Drive, Suite 101 Robbinsville
	August 16, 2007	East Brunswick Board of Education	East Brunswick board of Education 760 Route 18 East Brunswick
	August 23, 2007	Monmouth County Superintendent's Office	3680 Highway 9 South 4 th Floor Freehold
	August 30, 2007	Robbinsville New Jersey Association of Board Offices	4AAA Drive, Suite 101 Robbinsville
	September 6, 2007	Monmouth County Superintendent's Office	3680 Highway 9 South 4 th Floor Freehold

<u>SOUTH</u>	June 26, 2007	Gloucester County Office of Education	1492 Tanyard Road Sewell
	June 28, 2007	Egg Harbor Township Intermediate School	25 Alder Avenue Egg Harbor Township
	July 11, 2007	Burlington County Special Services	Pioneer Boulevard Westhampton
	July 26, 2007	Egg Harbor Township Intermediate School	25 Alder Avenue Egg Harbor Township
	August 22, 2007	Gloucester County Office of Education	1492 Tanyard Road Sewell
	August 29, 2007	Voorhees Board of Education Administration Building	329 Route 73 Conference Room Voorhees
	September 10, 2007	Gloucester County Office of Education	1492 Tanyard Road Sewell