TO: School Business Administrators, Charter School Leads,

Non-Public School Administrators, Food Service Directors

FROM: Rose Chamberlain, Director

Division of Food and Nutrition

DATE: May 22, 2024

SUBJECT: N.J.S.A.18A:33-23, Notification Relative to the Summer Meals Program

Each school district and nonpublic school in the State of New Jersey is required to notify each enrolled student and the student’s parent or guardian of the availability of and eligibility criteria for, the summer meals programs and the locations where summer meals are available within the school district or the local school district in which the nonpublic school is located or in which the nonpublic school student resides. N.J.S.A.18A:33-23 (attached for your review.)

The above referenced notification must be provided by distributing completed copies of the attached flyer to all students and their parents or guardians no later than the last day of school. In order to complete the flyer, please add the locations where summer meals are available within your school district or within the local school district in which your nonpublic school is located or in which the nonpublic school student resides. Also include a contact name, along with phone number and e-mail address, for each location. If additional space is required, please use an additional flyer and identify it as “page 2-A continuation of locations”. You may also provide electronic notice of the information contained in the completed flyer(s) through the usual means by which you communicate electronically with students and parents.

To obtain the list of summer meal program sites in your area, please refer to the instructions, “How to Locate a Summer Food Service Program Feeding Site”, located on the flyer.

Should you have questions or require further assistance, please contact the NJDA Summer Food Service Program at 609-292-4498.

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