



State of New Jersey

DEPARTMENT OF AGRICULTURE
Division of Food & Nutrition
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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

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Secretary

To: All Public, Charter School, and Non-Public School Food Authorities (SFAs) Participating in the National School Lunch Program

From: Arleen Ramos-Szatmary, M.S. *Arleen Ramos-Szatmary*
Coordinator, School Nutrition Programs

Date: August 2017

Subject: Verification Workshop/Webinar Schedule

Please share this memo with the appropriate personnel.

The Division of Food and Nutrition will be conducting a webinar and a workshop for school personnel responsible for verifying free and reduced price meal/milk applications. Workshop participants will learn correct procedures for verifying household applications and completing forms. All verifying officials are **strongly** urged to attend.

The Verification webinar will be conducted on **September 26, 2017** from 10:00 a.m. to 12:00 p.m. To register for the webinar, click on the following link:

<https://attendee.gotowebinar.com/register/2610814933866467587>.

After registering, you will receive a confirmation email containing information about joining the webinar. The webinar will be recorded and available to view in SNEARS, under the tab labeled "Training".

This year, one workshop will be conducted on **October 3, 2017** at the Monmouth County Agricultural Building located at 4000 Kozloski Road Freehold, NJ 07728. The workshop will begin promptly at 10:00 a.m. and conclude at 1:00 p.m. Participants should bring a calculator. **Pre-registration is required by faxing the attached registration form to 609-984-0878.**

If school personnel are unable to attend the workshops, "Guidance for the Verification Process" (Form 273) and all other forms will be available at: <http://www.state.nj.us/agriculture/applic/forms/#5>

In addition, the Verification Collection Report (Form FNS-742) has not changed for the current school year. For a detailed explanation of the form and its completion, you can access a pre-recorded webinar in SNEARS, under the "Training" tab, entitled "How to Complete the Verification Summary Report".

**New Jersey Department of Agriculture
School 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:	