



State of New Jersey

DEPARTMENT OF AGRICULTURE
Division of Food & Nutrition
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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DOUGLAS H. FISHER
Secretary

To: School Business Administrators, Charter School Leads;
Non Public School Administrators; Food Service Directors

From: Arleen Ramos-Szatmary Coordinator
School Nutrition Programs

A handwritten signature in cursive script, reading "Arleen Ramos-Szatmary".

Date: September 2017

Subject: Commercial Vended Contracts Training and Webinar

The State Agency will be conducting a training session and a webinar for School Business Officials and Administrators responsible for oversight of Commercial Vended Contracts. **The State agency will be launching the new Electronic Contract Application System (ECAS) in January 2018.** Participants will learn how to access and complete the required documentation for the contract approval process. Subsequent training will focus on the navigation of the ECAS system.

The workshop will be conducted on October 26th, 2017 at the Rutgers ECO Complex located at 1200 Florence Columbus Road, Bordentown, NJ 08505-4200. The workshop will begin promptly at 10:00 a.m. and conclude by 1:00 p.m. One-on-one assistance will be available after the workshop. Directions to the training are attached. To register please click on the following link: <https://www.surveymonkey.com/r/3BN5RZZ>

The webinar will be offered on November 14th, 2017 from 10:00 a.m. to 12:00 p.m. To register for this informative opportunity, click on the following link: <https://attendee.gotowebinar.com/register/8426812531358817026> . 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 upper menu tab labeled "Training".

Questions should be directed to program staff at 609-984-0692.

**Directions to Rutgers Eco Complex
1200 Florence Columbus Rd
Bordentown, NJ 08505-4200**

From NJ Turnpike:

Take Exit 7 to Rt. 206 S.
Stay on Rt. 206 S. for about 3.5 miles (Past exit for Hedding)
Exit Rt. 206 S. at Columbus-Burlington Exit (Rt. 543)
At stop sign make RIGHT onto Rt. 543 West (travel about 2 miles)
EcoComplex is large green building on LEFT, before the second light

or

Route 206 S. to first light - follow signs for I-295S.
First RIGHT (at light) onto Old York Road
QUICK RIGHT (at stop sign & sign for I-295) onto Rising Sun Road
Proceed less than 1 mile
LEFT onto I-295 South Follow below

From I-295:

Exit 52A (Columbus)
EcoComplex is large green building on RIGHT just past the first light.

From Route 206 Northbound:

Route 206 North past Columbus Farmer's Market
Exit for the town of Columbus approx. one mile north of market
At traffic light make LEFT onto Rt. 543 West (also called Main St.)
EcoComplex is large green building on LEFT, before the second light

From PA Turnpike:

Go over PA-NJ Turnpike Bridge
Take the first exit for US Route 130N
RIGHT on the first light onto 656E (Florence-Columbus Rd.)
After approximately 3 miles there is an overpass for I-295
Go through next light
EcoComplex is large green building on RIGHT